

Sponsor completes form with Applicant and sends with CV to HoS Co-ordinator who obtains HoD/HoS approval.

[LINK to School Visitor Page](#)



Co-ordinator checks form and adds application to spreadsheet. HoS Co-ordinator emails applicant to confirm checks will now take place, including UKVI/ID



Co-ordinator requests ID/UKVI check for applicant, preferably in-person but remotely if necessary. If applicant is non-UK, check HR guidelines for overseas visitors

[LINK to HR Guidelines for overseas visitors](#)



HoS Co-ordinator updates spreadsheet to note outcome of UKVI/ID checks.



Signed form and CV kept on file. HOS Co-ordinator requests visitor be registered by:



School Associates
(Do NOT meet HR title criteria)
School Administrator adds to CMS, noting their DoB

HoS Co-ordinator sends relevant invitation letter to visitor

[LINK to template letters](#)