

**Post Graduate Research: Overseas Fieldwork and Research**

* All students studying on a **Tier 4 visa** must complete and submit this form before traveling to undertake essential research or fieldwork as part of their studies.
* Please return the completed form to the Research Office**at least 10 working days before your intended departure.**

**Please be aware of the following:**

* Full supervisory contact must be maintained during your time overseas.
* Prolonged periods of overseas research (exceeding 6 months) may result in withdrawal of sponsorship of your Tier 4 visa. You would then need to apply for a new visa to re-enter the UK.
* This form is not for research students wishing to return overseas during their ‘writing up’ phase. In these instances, you must inform the Research Office prior to your departure. This may result in withdrawal of sponsorship of your Tier 4 visa as travel is not considered essential for writing up. You would then have to apply for a new visa to re-enter the UK for submission and viva. In most cases this will be a student visitor visa.
* For trips of less than 3 weeks this form is not essential. However you will need to inform your supervisor and the Research Office, and in some cases the sponsor compliance team.
* If in any doubt, please contact the sponsor compliance team (sponsorcompliance@londonmet.ac.uk) before completing this form or traveling.

**Student Details:**

|  |  |
| --- | --- |
| Student Name: | Supervisor Name: |
| Student Number:  | Year of Study: |
| Tier 4 Visa Expiry Date: | Faculty:  |

**Dates of Travel:**

|  |  |
| --- | --- |
| Date of Departure:  | Date of Expected Return: |

**Purpose of Travel:**

**Proposed Engagement with Supervisor whilst overseas:**

How often you will be in contact, timetable of study, any submissions etc.

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**Destination Details:**

Country, area and contact details overseas

**To be completed by supervisor:**

Supervisor Name:

Signature:

Date:

**Please be aware that you may be contacted for further details regarding your trip by the compliance team. Please confirm your current contact details:**

Email Address:

Contact Number:

Signature: Date: