

THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE

VISITING SENIOR FELLOW  
REQUEST TO RENEW FORM

DEPARTMENT/INSTITUTE/CENTRE: *(please use full name):*

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TITLE & NAME OF PROPOSED VISITING SENIOR FELLOW: *(Please use their full title and also attach the current CV).*

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DATES OF RENEWAL: *(Please state the exact dates. Please note that appointments will normally be for a maximum of three years).*

FROM:

TO:

HOW LONG HAS THE PROPOSED VISITING SENIOR FELLOW BEEN  
APPOINTED BY THE SCHOOL?

SINCE:

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WORK PERMIT REQUIRED *(Please note that an individual cannot start work unless a work permit has been issued)*

YES ☐

NO ☐

*HR can only apply for extensions to work permits originally obtained by HR at the start of the appointment.*

*Please note that individuals entering the country under the Academic Visitor Visa category are not permitted to extend their visa beyond 12 months.*

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IS THIS A PAID APPOINTMENT?

YES ☐

NO ☐

If Yes, please state salary *(please note that salary should be in accordance to the School's salary bands)*

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CANDIDATE'S CONTACT DETAILS: *(The full address is needed for issuing the letter)*

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DOES THE EXTENSION CARRY THE SUPPORT OF THE  
DEPARTMENT/INSTITUTE/CENTRE? *(having been discussed and agreed at a*

*Department/Institute/Centre meeting).*

YES ☐

NO ☐

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**IS THE DEPARTMENT/INSTITUTE/CENTRE WILLING TO ACCEPT GENERAL RESPONSIBILILTY FOR THE VISITING SENIOR FELLOW?**

YES ☐

NO ☐

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**PLEASE DETAIL THE CANDIDATES CONTRIBUTION TO THE DEPARTMENT/INSTITUTE/CENTRE, TO DATE**

**PROPOSED CONTRIBUTION TO THE DEPARTMENT/INSTITUTE/CENTRE**

*(Please include whether the candidate is working in an area of particular interest to the Department/Institute/Centre, or is from an institution with which the Department/Institute/Centre has close links):*

**TEACHING:**

**RESEARCH:**

**OTHER:**

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**HAVE YOU CHECKED THAT THIS PERSON IS PROFICIENT IN ENGLISH?**

YES ☐

NO ☐

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**IMPORTANT: Visiting Senior Fellows** intending to submit proposals for external funding are required to discuss their plans with the School's Research and Projects Development Division (RPDD) prior to consideration of the Visiting Fellowship.

A signature from an officer in RPDD is required below to confirm that the proposal has been discussed with, and the relevant consents obtained from, RPDD.

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Signed (on behalf of RPDD)

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Date

By signing below the Head of Department/Institute/Centre is confirming that all resources (including space) required for the tenure of the applicant will be provided by the host Department/Institute/Centre.

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Signed (Head of Department/Institute/Centre)

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Date

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Name (Head of Department/Institute/Centre)

When completed please send this form and *Curriculum Vitae* **ELECTRONICALLY** to: Human Resources Division, (email: [hr.visiting.fellows@lse.ac.uk](mailto:hr.visiting.fellows@lse.ac.uk) ).