

Guest researchers at the Department of Thematic Studies

(To be completed by guest and host, together.)

This form will help us at Tema plan for the practicalities of a guest's visit, including ensuring our visitors are insured and granted access to the facilities they are entitled to. The form is also a checklist of things to think about and decide upon in advance.¹

Please email this form, a copy of the guest's passport, and a copy of proof of insurance² to great@tema.liu.se **at least one month**³ ahead of the time of arrival.

1) Personal and contact details of the guest

Name

E-mail address

Country

University/organization/company

Status: PhD-student, post doc, etc

Date of arrival

Date of departure

Citizenship

Next of kin (name, email, phone)

With whom are you travelling, if not alone (spouse/children)

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Additional information that might be useful for us to know

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2) Plans for the visit

Host

Purpose of visit:

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¹ Because of previous events at LiU, it is worth noting that guest researchers are *not* employed by Linköping University, but are required to adhere to Linköping University regulations and decisions. Guest researchers are required to inform the Head of Division about significant changes to their stay. The Head of Division is responsible for informing guest researchers about any necessary departmental information during their visit.

² Private/travel insurance, if the guest is from third country or a copy of the EHIC (European Health Insurance Card) if they are an EU, EES- or Swiss citizen.

³ In case of guests from third country that will stay for more than three months or guests from a country where you need a VISA, we need the form at least five months ahead.

