# REQUEST TO STUDY ON CAMPUS (PGR)

This form should only be completed by students registered on a PhD by Distance programme who intend to visit the University of Reading for less than six months in a single visit.

All sections of this form must be completed. The completed form should be submitted to the **Doctoral Research Office (**[**dro@reading.ac.uk**](mailto:dro@reading.ac.uk)**)** for consideration.

Further information for students requesting to study on campus can be found at the end of this form.

## TO BE COMPLETED BY THE STUDENT

Please note that by submitting this form you are confirming that you are fully aware of the implications of studying on campus.

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| --- | --- |
| **Student name** | Click or tap here to enter text. |
| **Student number** | Click or tap here to enter text. |
| **School/Department** | Click or tap here to enter text. |
| **Programme** | Click or tap here to enter text. |
| **Current mode of attendance** | Choose an item. |

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| **First day of visit** | Click or tap to enter a date. |
| **Last day of visit** | Click or tap to enter a date. |
| **What activities will be undertaken during your visit to the University of Reading?** | Click or tap here to enter text. |
| **Do you require an ATAS certificate to study in the UK? [[1]](#footnote-1)** | Choose an item. |
| **Passport number** | Click or tap here to enter text. |

## TO BE COMPLETED BY THE SCHOOL/DEPARTMENT

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| **Statement of support from supervisor** | Click or tap here to enter text. |

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| **Name of supervisor** | Click or tap here to enter text. |
| **Signature of supervisor** | Click or tap here to enter text. |
| **Date** | Click or tap to enter a date. |

## TO BE COMPLETED BY THE DOCTORAL RESEARCH OFFICE

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| **Approved?** | Choose an item. |
| **Approved by Doctoral Research Office** | Click or tap here to enter text. |
| **Date** | Click or tap to enter a date. |

**INFORMATION FOR POSTGRADUATE RESEARCH STUDENTS REQUESTING TO STUDYING ON CAMPUS**

## DURATION

You may visit the University of Reading for up to six months in any one visit, and you will be required to leave the UK at the end of your visit. You may only visit the University of Reading for up to six months during your academic year, up to a maximum of 12 months across the duration of your programme.

## FEES

If your visit to the University of Reading is under three months, no additional fees will be charged. If your visit to the University of Reading is **three months or more**, fees will be charged at the standard full-time rate for the duration of your visit. The additional fee (the difference between your PhD by Distance fee rate and the standard full-time fee rate) will be calculated on a pro rata basis, rounded up to the nearest month, and will be payable prior to your arrival. If your visit is extended, further fees will be charged.

## IMMIGRATION

If you require a visa to study in the UK you will normally be able to apply for a Standard Visitor visa; the Doctoral Research Office can provide a letter in support of your application. Further information regarding UK visas can be found at <https://www.reading.ac.uk/essentials/International/Visa-and-immigration/Student-immigration-the-basics>.

If you require an Academic Technology Approval Scheme (ATAS) certificate to study in the UK, you will need to obtain this **before** your visit to the University of Reading.

You are required to provide a copy of your immigration permission to the Doctoral Research Office when you arrive on campus.

Last Updated: 20 October 2023

1. Further information, including a tool to check if you need an Academic Technology Approval Scheme (ATAS) certificate, can be found at <https://www.gov.uk/guidance/academic-technology-approval-scheme>. Please contact the Doctoral Research Office if you are still unsure as to whether you require an ATAS certificate to study in the UK. [↑](#footnote-ref-1)