

## MID-TERM VISIT FORM

*This form, signed by your supervisor, must be submitted at least **8 weeks** before travel.*

Name: \_\_\_\_\_

Scholar ID: \_\_\_\_\_

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### Section 1: Travel Details

Depart from UK on: \_\_\_\_\_ Return to UK on: \_\_\_\_\_

*Please note that it is your responsibility to ensure your passport and visa are in order. You will have problems being readmitted to the UK if you do not have a valid visa.*

Expiry date of visa: \_\_\_\_\_

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### Section 2: Visits Home Allowance

*Your stipend will be suspended during your mid-term visit. However, Visits Home Allowance can be paid to a predetermined maximum amount for a maximum of 28 days. To claim this you will need to supply documentation showing the rent payable for the period.*

I wish to receive Visits Home Allowance: ☐ Yes ☐ No

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### Section 3: Supervisor's approval

*Supervisors are always asked to certify that they give advance approval for Mid-Term Visits. Applications should be made for travel to be undertaken between the fifteenth and twenty-eighth month of an award.*

I confirm that the visit described above has been approved in advance as compatible with this Scholar's studies.

Supervisor's Name: \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### Section 4: Confirmation

I will keep the Commonwealth Scholarship Commission Secretariat informed of any changes to my travel plans, and I will inform the CSC Secretariat when I have arrived back in the UK.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The CSC is committed to protecting your personal information and to being transparent about the information we are collecting about you and what we do with it. To find out more, please see our privacy notice: <http://cscuk.dfid.gov.uk/privacy-notice>

Returning the form

**Please return this form to your Programme Officer.**