Conferral of Honorary, Adjunct and Visiting titles

Potential candidate for an honorary title is identified

Administrator prepares paperwork

Visa sponsorship

Request to Confer Form
Invitation Letter
CV
Copy of ID

Administrator sends Invitation Letter to nominee

Nominee signs Invitation Letter and returns it to administrator

Visa sponsorship

HR Immigration Consultant signs Invitation Letter

Nominee applies for visa

Nominee notifies HR Immigration Consultant when visa is granted

HR Immigration Consultant sends paperwork to Payroll

Signed Request to Conferr Form
Signed Invitation Letter
CV
Copy of ID

Payroll processes conferral in HRIS and advises administrator of OneID

Appointment commences

Signed Request to Confirm Form
Signed Invitation Letter
CV
Copy of passport
Visiting academic program
Evidence of financial assistance

Approval by HOD

Approval by Executive Dean

Inform of outcome

End

Visa sponsorship?

Yes

No

Visa sponsorship

Nominee notifies HR Immigration Consultant when visa is granted

HR Immigration Consultant sends paperwork to Payroll

Signed Request to Confirm Form
Signed Invitation Letter
CV
Copy of passport
Visiting academic program
Evidence of financial assistance

Honorary Academic Titles Procedure APPROVED: 17 October 2016