

Request for Visitor status - UoS Delhi

This form needs to be completed for Delhi Campus staff who require access to University of Southampton IT systems. To facilitate access, these staff will be set up as 'Visitors' on the IDM system. This form can be used for **new staff** and **existing staff** whose visitor access has lapsed or is about to expire. Please see the notes at the bottom of this form for guidance on the process and where to send the form.

1. Visitor information

Has the individual previously had visitor access?	Yes ☐ No ☐	If 'yes', please provide their ID number:	
First Name:		Surname/Family Name:	
Title: (e.g., Prof/ Dr/ Mrs)		Day and month of birth:	
Email Address:			

2. Department details

Faculty or Professional Service:			
School or professional service department:			
Date access to start from:		Date access to end (if employee is fixed term):	
UoSD HR contact name:		UoSD HR contact ID (if applicable):	
Other requirements or comments:			

3. Request Submitted By UoS Delhi HR

Name:		Job Title:	
Signature:		Date:	

4. Host - Delhi Campus Approval

Name:			
Signature:		Date:	

5. COO of Delhi Campus Approval

Name:			
Signature:		Date:	

6. Academic Provost of Delhi Campus Approval

Name:			
Signature:		Date:	

7. Submitting the form

The UoS Delhi Visitor Registration form should be completed by the UoSD HR Team. Please ensure the form includes the relevant approvals as detailed above.

Please send the completed and authorised form, along with the signed [visitor privacy notice](#) (for new visitors only), to [AskHR](#).

Ensure it is clear in the request whether the visitor is a new visitor, or if the request is an extension to an existing visitor, using the naming convention: **UoS Delhi New Visitor/ Visitor Extension**.

HR will set up the new staff member on IDM which will enable IT access and will email confirmation and information about how to subscribe. Access will be granted for a maximum of 5 years (which can be extended, please see below).

Changes required to staff access

If the staff member subsequently leaves UoS Delhi or needs a change to their access, please contact [AskHR](#), ensuring you provide the visitor's name and ID number.