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| Once approval has been given, the Honorary appointee and the Departmental Administrator should complete the following together: |
| Date of Birth: | Sex: Gender:  |
| Evidence of qualifications:  |
| Address for correspondence: Email Address: Phone number:  |
| Nationality: Type of visa, if applicable: Date of expiry of visa, if applicable:  |  |
| Is an [ATAS](https://www.ucl.ac.uk/human-resources/working-ucl/hr-services/immigration/academic-technology-approval-scheme-atas) required? | **Yes** [ ]  **/ No** [ ]  |
| Should the honorary be included on departmental listings? | **Yes** [ ]  **/ No** [ ]  |
| Will an IT account be required? (This is highly recommended so that the honorary can access UCL systems). | **Yes** [ ]  **/ No** [ ]  |
| Is a [DBS check](https://www.ucl.ac.uk/human-resources/ucl-dbs-checks-and-criminal-convictions-policy) required for this honorary appointment?  | **Yes** [ ]  **/ No** [ ]  |
| Name of their supervisor / line manager:Job title of their supervisor / line manager: |  |

### The departmental administrator should arrange for a right to work check to be undertaken and use the information on this form to set up the appointment and request a contract on Departmental Transactions.