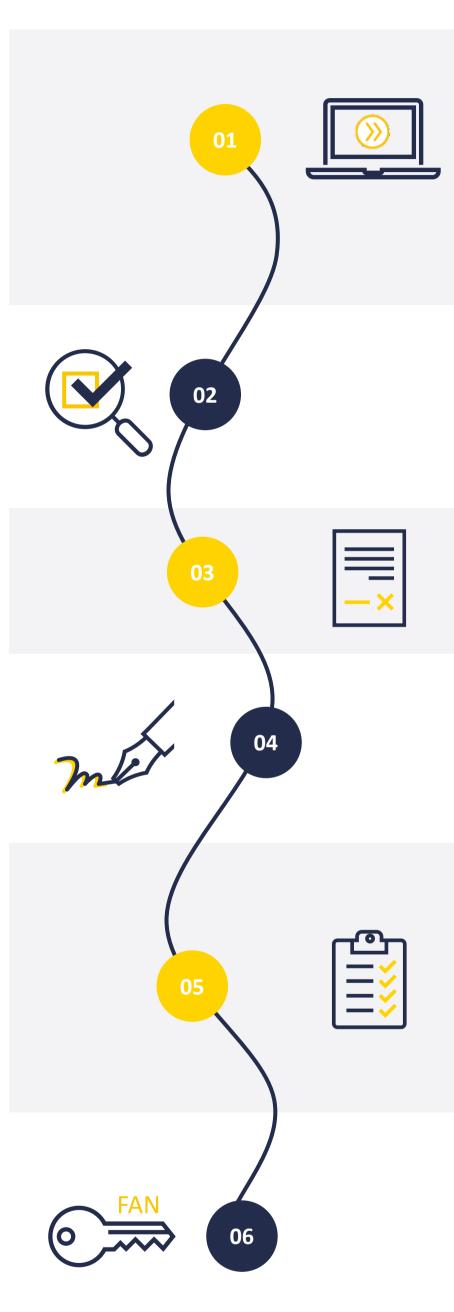# How to invite a visiting scholar or visiting research student

01

Initiate Service One request

The supervisor (sponsor) submits a Visiting scholar or research student request through Service One. All documentation as outlined on the Service One form, must be uploaded by the requestor.

The requestor can view the status of the request through the Service One portal under My Requests.

02

Approval flow

The Service One request flows for approval to the College VPED or delegate for review/approval.

NB. If the request is denied the requestor will receive an email from Service One.

03

Letter of invitation issued

Employment Services issue the letter of invitation to the visiting scholar or visiting research student.

04

Visitor reviews and accepts invitation

The visiting scholar or visiting research student reviews and accepts the letter of invitation via email. They must provide evidence of their visa and health insurance to Employment Services, together with any outstanding documents.

05

Complete request

On receipt of the acceptance and all required documents, Employment Services close the Service One request. Employment Services will enter the visiting scholar or visiting research student details into Workday.

An automatic email notification is sent to the Service One requestor to confirm the completion of the request.

06

Access to University systems

The visiting scholar or visiting research student will activate the Flinders Authentication Number (FAN) and gain access to Flinders University systems.

NB. It is the responsibility of the supervisor (sponsor) to deliver an induction programme to the visiting scholar or visiting research student at the commencement of their visit.

Now your visitor can commence their visit to Flinders University on the agreed date.

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