



How to request to extend a visiting scholar or visiting research student

Initiate Service One request

The supervisor (sponsor) submits a Visiting scholar/research student extension application request through [Service One](#). Evidence that the extension has been approved by the visiting scholar or visiting research student's home institution, must be uploaded by the requestor.

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

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.

Letter of invitation issued

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

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 to Employment Services that their visa and health insurance covers the extended duration of their visit.

Complete request

On receipt of the acceptance and all required documents, Employment Services close the Service One request. Employment Services will update Workday with the revised visit end date of the visiting scholar or visiting research student.

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

Access to University systems

The visiting scholar or visiting research student's Flinders University systems access will be extended to the revised visit end date.



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