**Visit Request Form (Australian students)**

In order for AINSE to arrange your flights and accommodation, this form must be completed and returned to [travelbookings@ainse.edu.au](mailto:travelbookings@ainse.edu.au) **no later than 21 days prior** to your planned visit to an ANSTO campus.

Prior to attending an ANSTO campus, you must contact your ANSTO co-supervisor/collaborator to determine what steps need to be taken to meet ANSTO’s site access requirements.

Prior to attending an ANSTO campus, you must also notify your university, and postgraduate students must have approval from their university supervisor.

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| Visitor Information | |
| **Name:** | Enter your full name here |
| **Email address:** | Enter your email address here |
| **Home city and state:** | e.g. Sydney, NSW or Auckland, NZ |
| **Postcode:** | Enter your postcode here. |
| **University/Institution:** | Enter your university/institution here. |
| **Phone number:** | Enter your office phone number here. |
| **AINSE affiliation:** | Choose an item. |

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| Visit Details | |
| **Mode of travel:** | Choose an item. |
| **Arrival Date at ANSTO:** | Click or tap to enter a date. |
| **Departure Date from ANSTO:** | Click or tap to enter a date. |
| **ANSTO Facility / Instrument:** | Enter the ANSTO facility or instrument you will be visiting. |
| **Purpose of Visit:** | Describe the purpose of your visit. |
| I confirm that I hold a current ANSTO Security Clearance (required for travel to Lucas Heights) | |

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| Accommodation *Please complete this section if an accommodation booking is requested from AINSE, otherwise leave blank.* | |
| **Check-in date:** | Click or tap to enter a date. |
| **Check-out date:** | Click or tap to enter a date. |
| **Special requirements:** | Please advise us of any special requirements, including medical requirements, here. |

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| Homestay Option (PGRA/RSS Scholars at Lucas Heights only) *AINSE Scholars who are visiting Lucas Heights for their experiment(s) for a period of at least 4 weeks, or who are planning recurring visits to Lucas Heights for their experiment(s) totalling at least 4 weeks in the current PGRA/RSS period, may elect to access a homestay accommodation option via the Australian Homestay Network.*  *The homestay option offers meals and airport transfers (not provided by motel accommodation), and features a reduced accommodation cost that allows the PGRA/RSS travel and accommodation allowance to cover additional visit time.*  *Please note: in order to access the homestay option, you must either:*  *- have at least 4 weeks between your check-in and check-out dates (inclusive), or*  *- have scheduled recurring visits to Lucas Heights totalling at least 4 weeks within the current PGRA/RSS period, and provided details of these visits in the ‘Future visits to ANSTO’ section of the form.* | |
| **Preferred accommodation option:** | Choose an item. |

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| Flights / Coaches *Please complete this section if a travel booking by air or by coach is requested from AINSE, otherwise leave blank.* | |
| **Passenger name:**  *(as appears on your ID, in full)* | Enter your full name here, as it appears on your ID. |
| **Mobile phone number:** | Enter your mobile phone number here. |
| **Residential postcode:** | Enter your residential postcode here. |
| **Frequent Flyer number(s):** | If you have Frequent Flyer numbers with Qantas, Virgin Australia and/or Air New Zealand, please enter them here. |
| I acknowledge that AINSE will not make any ticket changes after the initial booking, that I am responsible for making any ticket changes should I elect to do so, and that any change fees associated with ticket changes are at my own expense. I permit AINSE to share the information provided in this form to a third party for the purpose of making the requested travel bookings. | |
| Inbound trip (from home to ANSTO): | |
| **Departure city:** | Enter the city from which you will depart. |
| **Destination city:** | Sydney (for ANSTO NSW) or Melbourne (for ANSTO Victoria) |
| **Date of departure:** | Click or tap to enter a date. |
| **Preferred departure time:** | Enter your preferred departure time. |
| **Preferred arrival time:** | Enter your preferred arrival time. |
| **Preferred flight number:** | Enter your preferred flight number (if applicable). |
| Outbound trip (from ANSTO to home): | |
| **Departure city:** | Sydney (for ANSTO NSW) or Melbourne (for ANSTO Victoria) |
| **Destination city:** | Enter the city to which you will return. |
| **Date of departure:** | Click or tap to enter a date. |
| **Preferred departure time:** | Enter your preferred departure time. |
| **Preferred arrival time:** | Enter your preferred arrival time. |
| **Preferred flight number:** | Enter your preferred flight number (if applicable). |

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| Future visits to ANSTO (PGRA/RSS Scholars only) *Please indicate your plans for future visits to ANSTO in the current PGRA/RSS Award period (normally from 1 July – 30 June; see your letter of offer for details).*  *Scholars wishing to access the homestay option for accommodation, for recurring visits to Lucas Heights, must provide a schedule of visits totalling at least 4 weeks within the current PGRA/RSS period in this section.* | | | |
| **Do you plan to visit ANSTO again in the current Award period?** | | Choose an item. | |
| **If ‘Yes’, please outline the dates and durations of upcoming experiments (or approximate dates & durations) within the current Award period:** | | Click or tap here to enter text. | |
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| Notes / Additional information: |
| If you wish to provide additional information, please do so here. |

**Please return the completed form to** [**travelbookings@ainse.edu.au**](mailto:travelbookings@ainse.edu.au)