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Loughborough University

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Ref: PA/SB

11 July 2018

Dear Professor Su

I write to confirm our invitation as an Academic Visitor in the School of Aeronautical, Automotive, Chemical and Materials Engineering at this University.

The visit will be from 01/09/2018 to 31/10/2018 inclusive. The purpose of the visit will be for the exchange of research knowledge.

A payment of up to £5000 will be made in respect of expenses incurred, such as travel, accommodation and subsistence. Reimbursement should be claimed by completing an E1 claim form.

Please note that you will not be required to pay a bench fee.

You will need to provide us with evidence of your limited leave to enter the UK before you are able to commence your visit here. On arrival at the University, please bring your visa and passport to Human Resources in the Rutland Building so that we may take a copy of both for our records.

Compliance with the following University policies is required, these policies can be viewed at the relevant website:

- Policy on Equal Opportunities, including Code of Practice on Harassment and Bullying http://www.lboro.ac.uk/services/hr/a-z/equal-opportunities---page.html
- IT Acceptable Use Policy (http://www.lboro.ac.uk/services/it/about/policies/aup/)
- Data Protection Policy (www.lboro.ac.uk/admin/ar/policy/dpact)

If you anticipate being accompanied by any school age children when you visit please http://www.lboro.ac.uk/services/isas/living-uk/schools/ for further guidance.

I hope you enjoy your visit and I trust that your association with the University will be a mutually beneficial experience.

Yours sincerely

HR Immigration
Human Resources