

# Quick guide for VIP hosts

Upon receipt of unpaid, foreign visiting researchers, PhD students and minor AUFF with stays of more than 14 days.

## STEP 1



The host must

- identify the guest researcher's citizenship to comply with the URIS guidelines. If the guest is from a high-risk country, HofD\* must initiate a screening.
- make sure that the agreement with the visiting researcher is approved by HofD\*.

## STEP 2



The host must asap, after screening and/or approval of the guest

- complete the '[host questionnaire](#)' at AU Guest Researcher Support
  - inform the [local secretary](#) (add the secretary's name to the host questionnaire)
  - and inform the research consultant ([hbk@cc.au.dk](mailto:hbk@cc.au.dk)).
- Processing time for some citizens is up to 90 days.

## STEP 3



If the visiting researcher requests an invitations letter, this can be aquired via the '[host questionnaire](#)' at AU Guest Researcher Support, who will prepare it for approval and signature. [See guidance here.](#)

## STEP 4



The host ensures a proper introduction to the school, AU, academic environment, and network.

Find information about the process here:

[CC's staff portal](#)