



17 January 2018

Sapna Narula
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Krishna Nagar, Delhi
Pin: 110051, Delhi, India
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Phone: +91 9910255027

Dear Sapna,

Visitor Invitation

I have the pleasure of inviting you to Deakin University as a Visitor/Visiting Academic in the Faculty of Business and Law, Department of Management, to participate as a valued member of the University community. Deakin University takes pride in producing graduates who are ready to succeed in their careers and your contribution and experience will add an extra dimension to the University's teaching and research.

Purpose of the Visit

You have been invited to make a contribution to academic activities at the University, in particular Deliver a lecture under Temporary Work - (Short Stay Specialist) visa Subclass 400 .You will be working with Associate Professor Ambika Zutshi, and the Faculty of Business and Law, Department of Management on various existing projects. In consultation with you, Ambika will determine a range of activities to be undertaken during the period of your visit.

Sponsorship Details

Client Name: Deakin University
The University's current 400 sponsorship agreement TRN is: EGODNSXM1M
Sponsorship ID: 115597384
Approval Date: 31st January 2017

Visit Details

Upon approval of your **Temporary Work (Short Stay Specialist) visa (subclass 400)** your involvement in the project is expected to commence on 19 March 2018 and end on 20 April 2018. Please note that this invitation is contingent upon the Department of Immigration and Border Protection approval of your application for the above mentioned visa. These dates and the duration of your visit may be changed in consultation with you subject to written confirmation by the University in writing.

Your primary University contact in relation to your visit will be Nadee Goonatillake, Department of Management.

During your stay, you will be located at Melbourne Burwood Campus. As a visitor undertaking activities and using Deakin University facilities, you are expected to comply with the obligations of your visit including abiding by the University's [Code of Conduct](#), certain relevant policies of the University and follow the principles relating to equal opportunity, sexual harassment occupational health and safety, and intellectual property, personal identification, and University information technology. Any additional obligations will be set out in your invitation letter.

Visitors engaging with Deakin University under these arrangements will not be employees of the University for any purposes.

Confidentiality [and Intellectual Property]

You must maintain the confidentiality of any confidential information of the University that is discussed with you or which you become aware of during your visit and thereafter. Any such information can only be used by you during the duration of your visit. The University will treat any confidential information provided by you during your visit as confidential and shall not use or disclose that information other than in respect of facilitating your attendance as a visitor

Deakin University expects that you will acknowledge your visiting assignment in any relevant publications and conference papers arising from our association.

Health and Other Insurance

Please be advised that one of the conditions of your visa is that you make provision for your health and all other relevant insurance cover for the period of your visit to Australia. More information can be found at <http://www.immi.gov.au/Help/Pages/health/health-insurance.aspx>.

Visitor Benefits

The visiting assignment carries no salary. However, the Faculty of Business and Law, Department of Management may contribute up to AUD\$ 5,000 for travel, accommodation and incidental expenses incurred during the period of your visit.

Deakin University is able to sponsor dependent family members, including your partner (married or defacto) and children to accompany you for the duration of your visit. Dependents must meet the requirements as stipulated by the Department of Immigration.

Return of Forms and Visa Approval

You must provide to the University a copy of your visa approval from the Department of Immigration and Border Protection for this visit. If your visa approval is electronic, you must provide your written consent for Deakin University's HR Division to obtain confirmation of your visa approval from the Department of Immigration and Border Protection, including by accessing your electronic records held by the Department of Immigration and Citizenship.

All copies of required documentation such as proof of health insurance, visa details and passport ID must be certified as being a true copy of the original by an authorised person. Alternatively you can bring the original document into your departmental HR contact or HR Operations who will certify it for you.

On notification to the University of approval of your visa application, access to the University email and library systems will be arranged.

Should there be any further matter on which you would like information or clarification, please do not hesitate to contact Tyler McCoombe, HR Adviser (Employment) on (03) 5227 8355 or email hrd-buslaw@deakin.edu.au for assistance.

This invitation is conditional upon your obtaining any approval and visas required from the Australian Department of Immigration and Citizenship for the visit. The University will sponsor your application for a Temporary Work Visa (Short Stay Specialist) visa (subclass 400) unless you advise otherwise. You will need to present a copy of the Letter of Invitation to your nearest Australian Diplomatic Mission or Embassy at the time of applying for your visa as specified in this term sheet.

Acceptance and Documentation

To confirm your agreement, please sign where indicated below and return by reply email to Tyler McCoombe, HR Adviser (Employment) on (03) 5227 8355 or email hrd-buslaw@deakin.edu.au.

We look forward to your visit and hope that you will be able to accept this invitation. We are sure that the visit will be mutually beneficial to you and to Deakin University. To assist you with planning your visit, please refer to the Deakin website "[Your Location](#)" page to find out more on living in Victoria and the cost of living.

Yours sincerely



Tyler McCoombe, HR Adviser (Employment)
Recruitment and Employment Team
for Executive Director, Human Resources

I accept the invitation to visit Deakin University as a Visitor on the terms and conditions in this invitation letter and I also authorise Deakin University to obtain information in relation to visa(s), passport and citizenship details from the Department of Immigration and Border Protection.

Signed: _____

Dated _____
