

Research Passport Application Process for Students

Brief guidance notes are below, but please read full guidance notes.

At **least 6 weeks** before you plan to begin your research you need to:

1. Discuss with your supervisor the need for a Research Passport and the application process
2. Speak to the R&D Manager at the Health Trust, if they confirm that you need a Passport ask them the following:
 - Will they accept a UWE DBS check or does the Trust require its own DBS (If you require a DBS check please contact Victoria.Nash@uwe.ac.uk) or Marisa.Downham@uwe.ac.uk in the Graduate School.
 - What type of Research Passport you need i.e. 'project-specific' or 'three year'.
 - Do you need an Occupational Health check (If you require an OH check please see the [Guidance for students on completing the Research Passport Form](#) section 5 – Pre-engagement checks).

If the Trust decides that you are not required to follow the Research Passport route you should ensure that you have confirmation of this in writing.

3. Complete sections 1 – 3 of the UWE Research Passport form and sign the form.
4. Section 4 needs to be completed and signed by your supervisor.
5. Create a portfolio of information that should include:
 - Curriculum vitae
 - DBS check (if applicable)
 - Evidence of Occupational Health Screening

And supply the following evidence

- 2 references
 - ID with photo
 - Evidence of current professional registration (if applicable)
 - Evidence of qualifications
6. Contact [Leigh Taylor](#) to make an appointment to check your DBS and evidence for your Research Passport form. Leigh will then arrange for your form to be authorised.
 7. Complete Section 6 and send all documents to the R&D Office (see guidance for full details of what to send)