### Visit-in Request Form

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| **Delegation / Visitor Information** |
| Institution / Organization:  |   |
| Webpage: |  |
| Delegation list: *Add additional lines if required* |
| Title  | Name  | Position  |
|   |   |   |
|   |   |   |
| **Visit Information**  |
| Proposed date of visit  |  |
|  Start time |  | End time |  |
|  Purpose of visit:  |  |
| Are there specific members of the University of Essex you would like to meet with\* *Please indicate teams or specific people AND what’s been discussed before the visit if you have reached out to them.*  |   |
| Areas of interest for discussion\* *Please provide as much details as possible to help meetings and activities arrangement* |  |
| **Your Institution / Organization** |
| Current or previous activity with University of Essex\* | Existing MOU / Agreement  | Research collaboration  |
| Student exchange  | Faculty staff exchanges  |
| Graduate / Undergraduate programmes  | Others *Please specify:*   |
| Additional information |  |
| **Other information**  |
| Would you like to include a **campus tour** as part of the visit? | YES, and *please specify any specific facilities you would like included on a tour*: | NO  |
| Do you require a visa **letter**? *If so, please attach the* ***passport information page(s)*** *of all delegates and* ***provide the information in the column on the right***  | YES No | **Name of home institution:****Address of home institution:****Details of invitee:*** Title:
* Surname and given names (as in passport):
* Date of Birth:
* Passport Number:
* Date of issue:
* Date of expiry:
* Place of issue:
* Nationality:
 |
| Essex staff to complete |
|  Visit proposed by: | Essex  | Department  |
| RIO | Visitor |
| **Cost code (s)\*** *For student ambassador hiring and lunch/dinner cost, if applicable*  |  |
| Is **lunch/dinner** requested  | Lunch Dinner | No |
| **Allergies or dietary restrictions** we need to know |  |