### 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 | | |  | | | | | |