

**Application to Host a Visiting International Delegation** The term “visiting delegation” is broad and inclusive of a range of individuals visiting campus for introductions, meetings, campus and facility tours. A delegation is defined as one or more persons representing an organization seeking or in affiliation with the university, or seeking to tour or access University facilities or resources that are not typically open for access by the general public.

#### **HOST Information**

Name of Host Faculty/Staff: \_\_\_\_\_ Office Address: \_\_\_\_\_

Email: \_\_\_\_\_ Best Phone No. \_\_\_\_\_

Department/Unit: \_\_\_\_\_ College: \_\_\_\_\_

#### **VISITING Delegation Information**

Affiliation of Visiting Delegation: \_\_\_\_\_

Country of Origin: \_\_\_\_\_

List of Visiting Delegates: \_\_\_\_\_

\_\_\_\_\_

Are any of the delegates elected or government officials?  Yes  No

List names of elected or government officials: \_\_\_\_\_

\_\_\_\_\_

#### **LENGTH OF VISIT**

Date of Arrival to the UA: \_\_\_\_\_ Date of Departure from the UA: \_\_\_\_\_

Number of days at the UA: \_\_\_\_\_

#### **EXPLANATION AND JUSTIFICATION FOR THE VISITING INTERNATIONAL DELEGATION**

*On an attachment, please describe the **purpose, nature of the visit, and scope of the delegation** for the visit. Indicate if campus resources or funding are being utilized to host the delegation. A faculty member who chooses to host a visiting international delegation agrees to be responsible for maintaining awareness of the professional activities of the delegation in relation to the purpose and scope of the visit.*

#### **PLANNED CAMPUS ITINERARY FOR VISITING INTERNATIONAL DELEGATION**

On an attachment, please provide an itinerary for the campus visit including campus contacts of the visit (e.g. faculty to be visited), and campus facilities (include buildings names, and room, and lab numbers) to be visited. Identify any visit restrictions.

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**REVIEW AND APPROVAL**

Submitted by Host:

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Name	Signature	Date
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Reviewed by Department/Unit Chair/Head or Director:

Recommend:    Approve       Deny       Additional information required (explain)

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Name	Signature	Date
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Explanation:

Reviewed by College/School Dean's Office:

Recommend:    Approve       Deny       Additional information required (explain)

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Name	Signature	Date
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Explanation:

Export Control Officer:

Recommend:    Approve       Deny       Additional information required (explain)

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Name	Signature	Date
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Explanation:

Return form to campus host department/unit office with copy to the college or school dean's office:

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**NOTE:** If there are elected or governmental officials in the delegation, the office of the Vice Chancellor for Governmental Affairs and the Office of Emergency Management should be notified by the department in advance of any campus visits by any governmental or elected officials from the U.S. or other countries. This includes political party officials with governing responsibilities similar to government officials.