**Visitor Request Worksheet**

**Delegation Contact Information:**

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| --- | --- |
| Name |  |
| Position/Title |  |
| School/Institution |  |
| Email |  |
| Phone |  |

**Visit Information:**

|  |  |
| --- | --- |
| Proposed visit date |  |
| Proposed visit time of day |  |
| Invitation Letter needed?  (Include submission date and any required information (e.g. date of birth, etc.) to be included in the invitation) | ☐ Yes ☐ No  Submission Date:  Required Information: |
| Names and titles of all visitors  (Please attach brief biographies or CVs) |  |
| Accommodations/Transportation needed?  (If yes, please include itinerary) | ☐ Yes ☐ No |

**Reason for Visit:**

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| ☐ Meetings with faculty, staff and/or students  ☐ Campus-wide, department or classroom lectures to faculty, staff and/or students; please include topic(s):  ☐ Creating new or expanding existing Memorandum of Understanding (MOU)  ☐ Visit with colleagues or specific schools/departments at Rutgers; please list:  ☐ Other; please explain: |

**Statement of Interests of the Delegation: briefly describe your specific interests as they relate to your visit; include any specific meetings you would like for us to arrange; campus tours etc.:**

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**Please list previous or ongoing relationships or connections with Rutgers:**

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**Statement of Interest of Individuals within the Delegation (if different from above):**

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