

**Please download and save the following form before completing it. Completing the form in Adobe Reader will allow you to use copy & paste functionality and save your responses.**

The University of Alberta welcomes many visitors from around the world. UAlberta International (UAI) coordinates official visits of delegations from international institutions that are university-wide in scope, are aligned with UAlberta's overall international strategy and objectives, and involve senior-level dignitaries (e.g. Dean, Vice-Provost, or equivalent).

Institutions wishing to send a senior delegation to UAlberta should complete the following form at least one month prior to the arrival of the delegation. Upon receipt of the form, UAI will review the request then get in touch with the designated contact person.

Please submit the form to the relevant Regional Manager listed on the [University of Alberta International website](http://www.ualberta.ca/foipp).

*Note: UAlberta receives many visit requests and, unfortunately, not all can be accommodated.*

Information on this form is collected under the authority of Section 33(c) of Alberta's Freedom of Information and Protection of Privacy Act for authorized purposes including admission and registration; administration of records, scholarships and awards, student services; and university planning and research. Personal information may be disclosed to academic and administrative units according to university policy, federal and provincial reporting requirements, data sharing agreements with student governance associations, and to contracted or public health care providers as required. For details on the use and disclosure contact University of Alberta International at 780-492-9955 or see [www.ualberta.ca/foipp](http://www.ualberta.ca/foipp).

<b>Date (yyyy/mm/dd)</b>	
--------------------------	--

## SECTION I: VISITING INSTITUTION/ORGANIZATION INFORMATION

<b>Institution / Organization name</b>			
<b>Address</b>	Street address		
	City	Province/State	
	Country	Zip/Postal Code	
<b>Website</b>			

## SECTION II: VISIT DETAILS

<b>Desired date of visit (yyyy/mm/dd)</b>			
<b>Desired time</b>	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Full day <input type="checkbox"/> Multiple days
<b>Letter of invitation required?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Would you like a campus tour during your visit?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Objectives and areas of interest</b>  Please be specific. For example, note any specific topics of interest for research collaboration, opportunities for capacity-building projects, interest in benchmarking UAlberta practices, etc.			

<p><b>If there are specific Faculties/Departments/people you would like to meet with, please indicate that here, including the purpose for each meeting.</b></p>	
--	--

**SECTION IV: VISITOR INFORMATION**

<p><b>Head of delegation</b></p>			
	Title (Dr, Mr, Ms, etc)	Given Name	Family Name
	Position		
	Department/Unit		Faculty/Office
E-mail		Phone number	
<p><b>Other delegation members (Name, Title, and office)</b></p> <p>e.g. Dr. John Smith, Professor, Department of Biology, Faculty of Science</p>	<p><i>Note: Please also send CVs/profiles if you have them available.</i></p>		
<p><b>Has UAlberta received a delegation from your institution before?</b></p>	<p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p>		
	<p>If yes, please provide details:</p>		
<p><b>List existing connections between your institution and the University of Alberta.</b></p>			

**SECTION V: CONTACT INFORMATION FOR VISIT PREPARATION**

<b>Person for the University of Alberta to contact regarding visit preparation</b>			
	Title (Dr, Mr, Ms, etc)	Given Name	Family Name
	Position		
	Department/Unit	Faculty/Office	
	E-mail	Phone number	

**FOR UALBERTA USE – Notes regarding visit request**

--