

## International Relations Office – Visit Request Form

<b>Name of Institution /Organization:</b>	<b>Head of Delegation (Name &amp; Title):</b>	
<b>Contact Person:</b> <b>Title:</b> <b>Telephone:</b> <b>Mobile:</b> <b>Fax:</b> <b>Email:</b>	<b>Name and Title of Delegates:</b> (Please attach their CVs to this form) 1. 2. 3. 4. 5.	
<b>Proposed Date of Visit:</b> (Please list the top 3 preferences)	<b>Proposed Start Time:</b>	<b>Proposed End Time:</b>
1.		
2.		
3.		
<b>Purpose of Visit:</b>		
<b>Request to meet with</b> (e.g. names and/or departments)	<b>Purpose</b>	<b>Suggested duration</b>
1.		
2.		
3.		
<b>Other information :</b>		

Please fill the form and send to [UOD@uaeu.ac.ae](mailto:UOD@uaeu.ac.ae) with the subject title: Official Visit to UAEU – (Name of Institution/Organization)