

Short-Term International Visit Request Form

Prospective international visitors who are interested in meeting with senior campus administrators are required to submit this form and a professional biography or CV for each visitor at least 10 days prior to the proposed visit date. Please complete this form electronically, and email the form and biographies to:<u>ncu7010@ncu.edu.tw</u>. The Office of Secretariat will consult with administrative, academic and research leadership as appropriate to determine whether National Central University is able to support the requested visit.

About the Proposed Visit

Home institution/country:			
<u>Visit start date</u> :	<u>Visit end date</u> :	Total number in visiting party:	
<u>Visit start time</u> :	<u>Visit end time</u> :		
Briefly describe your institution, especially in relation to the collaboration between National Central University and your visit objectives:			
The overall purpose of meeting the president:			
Please specify when and who will visit the p	resident:		

List of all Proposed Visitors to National Central University (include the interpreter, if one will accompany the group)

First name	Last name	Title/department

Primary Contact for Visiting Party

Name/title:

Institution:

Email address:

Phone number:

Contact information (cell phone, email) for the visiting party while in Taiwan in case of urgent matters:

Other information

Specific National Central University units or people identified for other meetings, and the purpose of each meeting:
Briefly describe your primary schedule:
Will the visitors require audio/visual equipment (laptop, projector, etc.) to present information during any of the proposed
<u>meetings</u> ? YES NO
If yes, please specify which meetings and the equipment needed:
Will the visitors require a parking space? YES NO
All visitors are required to arrange for their transportation needs. Include information about special transportation or parking
<u>needs here, if relevant</u> :
Is there anything else we need to know about the proposed visit?

* Be sure to include all proposed meetings and visitors (including interpreters) on this form. To submit the request, please email the completed Visit Request Form and a brief professional biography for each visitor to <u>ncu7010@ncu.edu.tw</u> at least 10 days prior to the proposed visit date.