

Primary Contact for Visiting Party

Name/title:

Institution:

Email address:

Phone number:

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

We are unable to schedule appointments until we receive confirmation of the visitors' travel documents and definite dates on campus. Please inform OIA of progress in obtaining required travel documents.

Do each of the visitors have the necessary travel documents to enter the US? YES _____ NO _____

If not, please explain here:

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 needs here, if relevant:

Will the visitors require audio/visual equipment (laptop, projector, etc.) to present information during any of the proposed meetings? YES _____ NO _____

If yes, please specify which meetings and the equipment needed:

Is there anything else we need to know about the proposed visit?

Please note:

- Be sure to include all proposed meetings and visitors (including interpreters) on this form. Additional meetings requested and/or visitors added less than 21 days before the proposed visit date are unlikely to be accommodated.
- Consult the [Short-Term International Visit Request](#) webpage for guidance on the visit request process, local transportation, accommodations, and other useful information.

Submitting the request:

Email the completed Visit Request Form and a brief professional biography for each visitor to dntolliver@ucsd.edu. The Office of International Affairs will contact you within 10 business days of receiving the form to let you know if UC San Diego is able to accommodate the visit request.