



Office of International Affairs
Short-Term International Visit Request Form

Prospective short-term international visitors who are interested in meeting with UC San Diego faculty, administrators, or staff are required to submit a completed International Visit Request Form and a brief professional biography for each visitor at least three weeks (21 days) prior to the proposed visit date. Please complete this form electronically, and email the form and biographies to: nwburke@ucsd.edu.

About the Proposed Visit

Form with sections: Home institution/country, Visit start/end dates and times, Total number in visiting party, Overall objective for the visit, Specific UC San Diego departments or people identified for possible meetings, and the purpose of each meeting, Brief information about the home institution.

List of all Proposed Visitors to UC San Diego

Table with 3 columns: First name, Last name, Title/department. Multiple empty rows for data entry.

Primary Contact for Visiting Party

Name/title

Institution

Email address

Phone number

Fax number

The best phone number and/or email address to reach the visiting party in San Diego in case of urgent matters.

Do each of the visitors have the necessary travel documents to enter the US?

If not, please explain here.

Will the visitors require a parking space?

Please note:

- *We regret that we are not able to pay for visitor's meals, nor assist with hotel or transportation arrangements to campus. You may find it useful to refer to our website: <http://ia.ucsd.edu/>, which provides information for visitors to UC San Diego.*
- *All meetings will be conducted in English, and we are unable to provide interpreters for our visitors. As space must be set aside for interpreters in the meeting rooms, be sure to include information about interpreters in the section titled: "List of all Proposed Visitors to UC San Diego."*
- *You will need to inform the Office of International Affairs of progress in obtaining necessary travel documents. We are unable to schedule appointments until we receive confirmation of the visitors' travel documents and definite dates on campus.*

When completed, please submit the form and a brief professional biography for each visitor to: nwburke@ucsd.edu.

The Office of International Affairs

will contact you within 10 days of receiving the form

to let you know of UC San Diego's ability to accommodate the visit request.