



## ***INTERNATIONAL VISITOR REQUEST FORM***

The staff of the Global Engagement (GE) Office welcomes visits from international delegations of one or more persons to visit the University of California, Davis. Prospective short-term international visitors who are interested in meeting with UC Davis faculty and/or staff are required to submit a completed International Visitor Request Form and a brief professions 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 [atmalcolm@ucdavis.edu](mailto:atmalcolm@ucdavis.edu) or [rvabrenilla@ucdavis.edu](mailto:rvabrenilla@ucdavis.edu)

### **About Your Visit:**

Home Institution:		
Country:		
Visit start date:	Visit end date:	Total number in visiting party:
Visit start time:	Visit end time:	
Purpose of visit/goal of delegation:		
Specific UC Davis departments and/or people identified for possible meetings and the purpose of each meeting. College of Agriculture and Environmental Sciences		
Brief information about the home institution or industry (example: website, distinguishing characteristics, links to UC Davis):		

### **Logistical Information:**

<b>Primary Contact While in the United States:</b> Name: Phone: Email:
<b>Hotel Address and Phone Number:</b> Hotel Name: Address: Phone Number:
<b>Will you be providing your own transportation? Yes      No</b>  <b><u>If No, please advise if you want our office to arrange transportation (additional fees will apply)</u></b> If so, we will coordinate with you in a separate communication.

# UNIVERSITY OF CALIFORNIA, DAVIS

BERKELEY – DAVIS – IRVINE – LOS ANGELES – MERCED – RIVERSIDE – SAN DIEGO – SAN FRANCISCO – SANTA BARBARA – SANTA CRUZ

OFFICE OF THE ASSOCIATE DEAN  
GLOBAL ENGAGEMENT  
COLLEGE OF AGRICULTURAL AND ENVIRONMENTAL SCIENCES  
(530) 752-2712

1103 ENVIRONMENTAL HORTICULTURE  
ONE SHIELDS AVENUE  
DAVIS, CALIFORNIA 95616-8571



**Will there be an interpreter present with your delegation? Yes      No**

\*This information is necessary so that sufficient time is allotted for translation.

## **Lead member of delegation:**

First Name	Last Name	Title/Department/Institution	Contact Information

**List of other proposed visitors to UC Davis** (include interpreter, if one will accompany the group. Please note if any members of the delegation are UC Davis alumni) (attached separate page, if necessary):

First Name	Last Name	Title/Department/Institution	Contact Information

When completed, please submit the form and a brief biography for each visitor to [atmalcolm@ucdavis.edu](mailto:atmalcolm@ucdavis.edu) or [rvabrenilla@ucdavis.edu](mailto:rvabrenilla@ucdavis.edu).

## **Please note:**

- 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://visit.ucdavis.edu>, which provides information for visitors to UC Davis.
- Your delegation may incur charges, which will be determined during program development.
- All meetings will be conducted in English, and we are unable to provide interpreters for our visitors. Be sure to include information, including emergency contact information, about interpreters in the section titled "list of all proposed visitors to UC Davis".
- We are unable to schedule and confirm appointments with UC Davis faculty and staff until we receive your fee acceptance, visitor request form with confirmation of date(s) on campus.
- For a healthier community and cleaner environment, UC Davis is smoke and tobacco free. Thank you for not smoking.