



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 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 atmalcolm@ucdavis.edu or rvabrenilla@ucdavis.edu. Requirements for all visitors of UC Davis relating to the COVID-19 pandemic are located at the bottom of this form.

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:

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



Will there be an interpreter present with your delegation? (Circle/Highlight One) 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 or 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 titles “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.*

Requirements for Visiting UC Davis during Covid-19 Pandemic:

- *Each day you plan to visit the UC Davis Campus and related buildings, you must complete a “Daily Symptom Survey” found at <https://campusready.ucdavis.edu/symptom-survey>. These results should be shared with meeting hosts.*
- *If you are unvaccinated, you must participate in the university’s Covid-19 testing program. More information on this can be found at <https://campusready.ucdavis.edu/testing-response/covid19-screening>*
- *Face coverings are required at all times when you are indoors, and when you are in a crowded space outdoors.*
- *Physical distancing is implemented wherever face coverings are required.*
- *For more details, please visit: <https://campusready.ucdavis.edu/visitors>.*