**International Visit Request Form**

Please completethis form ***at least two weeks prior*** to the date of your proposed visit.

**Please submit completed form to** [**if.proffice@stou.ac.th**](mailto:if.proffice@stou.ac.th)

**Name of the Delegation / Visiting Group/ Institution/ Organization:**

|  |
| --- |
|  |

**Overview of your Institution / Organisation:**

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| --- |
|  |

\*We would like 5-minute introductory presentation about your organization at the beginning of the meeting.  
  
**Outline previous/ existing association with STOU (e.g. Academic or research collaboration)**

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**Objectives of the Visit:**

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**Leader of Delegation / Visiting Group:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title** | **First Name** | **Last Name** | **Position** | **Faculty / Office / Department** |
|  |  |  |  |  |

**Full List of Delegates / Visitors:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Title** | **Name** | **Position** | **Faculty / Office / Department** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\* for more delegates, kindly add rows or attach the full list in Word format

**Visit Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Time** | **Person/ Faculty/ Department you would like to schedule a meeting with (if known)** | **Specific Areas / Topics of Interest for Discussion** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Contact person at STOU, if any:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title** | **First Name** | **Last Name** | **Position** | **Email Address** |
|  |  |  |  |  |

**Person Making the Visit Request:**

|  |  |  |
| --- | --- | --- |
| **Title** | **First Name** | **Last Name** |
|  |  |  |
| **Position** |  | |
| **Organisation** |  | |
| **Country** |  | |
| **Organisation’s Website** |  | |
| **Email** |  | |
| **Telephone/**  **Mobile Telephone** |  | |

**Contact Details in Thailand, Hotel and Flight Time/ Numbers (confirm as soon as possible)**

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|  |

**Other Special Requests (Invitation Letter for Visa Purpose, Food Requirement, Transport Advice)**

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|  |

**Thank you for completing this form.**

**Any questions, please email if.proffice@stou.ac.th**