International visits request

The Australian National University (ANU) receives many delegations and individual visitors on a regular basis from around the world. Delegations from education providers, government bodies, research institutions and other organisations visit in order to enhance existing and develop new relationships.

This form is for individuals or representatives of organisations who wish to visit, and will be used to assist in the consideration of the request, assessing the mutual interests and benefits for ANU and the planning of the proposed visit if accepted. Our aim is to identify the expected outcomes of the proposed visit, and the information provided enables ANU to develop an appropriate program should the visit go ahead.

A minimum of two weeks’ notice is required and we undertake to respond to your request within seven working days. While we would like to be able to agree to all requests, the University reserves the right to decline requests and not all visits will be accepted. Please note that for delegations to receive the maximum benefit from their visit, they should either have a working knowledge of English, or be accompanied by an interpreter. The Australian National University does not provide an interpreting service for visitors.

### VISITING DELEGATION DETAILS

<table>
<thead>
<tr>
<th>Name of Institution or Organisation</th>
<th>English website</th>
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<td>www.</td>
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**Anticipated date of the visit** (dd/mm/yy)

**Preferred time of the visit**

**Preferred duration of the visit**

### EXISTING RELATIONSHIP WITH ANU

- Do you have an EXISTING AGREEMENT / MOU with ANU? [ ] Yes [ ] No
- Are there any INFORMAL links with the University or its staff? [ ] Yes [ ] No

If so, please specify:

### CONTACT PERSON DETAILS

- **Title:** Mr. [ ] Mrs. [ ] Ms. [ ] Dr. [ ]
- **Family Name**
- **First Name**
- **Position held**
- **Email**

**Will this person be part of the delegation to ANU?** [ ] Yes [ ] No
**OTHER REQUIRED DETAILS**

Please indicate who the delegation wishes to meet with (by position / responsibility / discipline etc). Please prioritise choices.

Please provide details of particular aspects, facilities or features of ANU that the delegation is interested in.

**DELEGATION HEAD**

Person leading the delegation

<table>
<thead>
<tr>
<th>Title: Mr.</th>
<th>Mrs.</th>
<th>Ms.</th>
<th>Dr.</th>
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<tbody>
<tr>
<td>Family Name</td>
<td>First Name</td>
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<td>Position held</td>
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<td>Faculty, School or Department</td>
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Name of interpreter (if accompanying the delegation)

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<th>Title: Mr.</th>
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**SUPPORTING INFORMATION REQUIRED. PLEASE SEND THIS INFORMATION AS AN ATTACHMENT WITH YOUR REQUEST FOR A VISIT.**

- Details outlining the main purpose of the proposed visit to ANU and the expected or desired outcomes.
- A list of all delegation members, and their positions within the institution/organization
- Biographies of all delegation members.

**CONTACT US**

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International Strategy, Alliances & Partnerships  
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