

REPORT OF FOREIGN VISITOR(S), GUEST(S), CONFERENCE ATTENDEE(S)
 REQUIRED FOR ALL FOREIGN VISITORS/GUESTS -- 48 HOURS IN ADVANCE FOR VISITORS AND CONFERENCE ATTENDEES
 (SEND ORIGINAL TO OIAA) --30 DAYS IN ADVANCE FOR GUESTS (SEND ORIGINAL TO OSY, COPY TO OIAA)*

VISITOR (3 days or less) CONFERENCE ATTENDEE (5 days or less) GUEST (more than 3 days)

FULL NAME			DATE OF BIRTH		
First	Middle	Last	Month	Day	Year
PLACE OF BIRTH			PASSPORT		
City	Country	Number	Issuing Country		
TITLE/POSITION			GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female		
EMPLOYER/SPONSOR			TELEPHONE		
ADDRESS					
CITIZENSHIP			COUNTRIES OF DUAL CITIZENSHIP (if applicable)		
COUNTRY OF RESIDENCE			U. S. PERMANENT RESIDENT <input type="checkbox"/> YES <input type="checkbox"/> NO		
DATE(S) OF VISIT					
NIST HOST(S) (Name, extension, e-mail)				ORGANIZATIONAL CODE NUMBER	
REASON FOR VISIT OR TITLE OF LECTURE(S)					
ROOMS/BUILDINGS TO BE UTILIZED					
REPORT PREPARED BY		TELEPHONE EXTENSION		DATE	
FOLLOWING REQUIRED FOR LECTURERS ONLY (including signatures)					
LECTURERS ONLY - GIVE BRIEF BIOGRAPHY					
LECTURE FEE \$		TRAVEL \$		PER DIEM \$	
RESPONSIBLE TECHNICAL STAFF MEMBER		TELEPHONE EXTENSION	ORGANIZATIONAL CODE NUMBER	DATE	
DIVISION CHIEF (NAME AND SIGNATURE)			OU APPROVAL (NAME AND SIGNATURE)		
APPROVED - OFFICE OF INTERNATIONAL AND ACADEMIC AFFAIRS (NAME AND SIGNATURE)				DATE	