

INTERNATIONAL VISITORS FORM

Visitor Details:

Title: Mr Mrs Prof Dr /

Name:

Surname:

Institution:

Position:

Email:

Mobile No:

Host Details:

Title: Mr Mrs Prof Dr /

Name:

Surname:

Email:

Mobile No:

Visitor ID:



IMPORTANT:

An image uploaded to the placeholder above can only be accepted in PDF format using the free Adobe Reader, please convert your ID Photo to PDF before attempting to add it.

Use this free online tool to convert a JPG:
<http://smallpdf.com/jpg-to-pdf>

Using Internet Explorer has been known to cause issues, please try using an alternative browser.

Once you have followed the prompts to convert and download your ID Photo in PDF format click the placeholder above to upload the PDF.

Please SAVE your PDF before proceeding, we would not want you to lose your data

SECTION A: TYPES OF INTERNATIONAL VISITORS

- Enquiring / Casual Visitors
- Visitors to Faculties for participation in academic activities not to be reimbursed
- Visits for Guest Lecturing to be reimbursed
- Visiting Researchers longer than 90 days
- Visitors to faculties to participate in academic activities for longer than 90 days

SECTION B: ACCOMPANYING UNIVERSITY DELEGATES

1) Title: Mr Mrs Prof Dr /

Name: Surname:

Institution: Position:

Email: Mobile No:

2) Title: Mr Mrs Prof Dr /

Name: Surname:

Institution: Position:

Email: Mobile No:

3) Title: Mr Mrs Prof Dr /

Name: Surname:

Institution: Position:

Email: Mobile No:

4) Title: Mr Mrs Prof Dr /

Name: Surname:

Institution: Position:

Email: Mobile No:

SECTION C: TIME ON CAMPUS

Please state the duration of the visit:

Arrival Date:

Departure Date:

Address of accommodation during visit:

Please state the purpose of the visit to the Nelson Mandela University:

VISITOR CHECK IN ON ARRIVAL

Option 1:

Once your visitor arrives on campus please make it a priority to accompany them to the Office for International Education to allow us to make a copy of their international travel documents (visa's and passports) for our records and to comply with Home Affairs regulations.

Option 2:

The hosting department takes full responsibility to provide the Office for International Education with the required travel documents on the day of the visitor's arrival on campus. This include a copy of the visitor/s passport (consisting of the ID page and the entry stamp or VISA) which can be scanned and e-mailed to Anele.Mngadi@mandela.ac.za for recording purposes.

Thank you for taking the time to complete this form.