

INTERNATIONAL VISITORS FORM

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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:



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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.

Please call Janine Wagenaar, on **041 504 4093**, before you make your way to the office so that we can expect you and your visitors.

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 Janine.wagenaar@mandela.ac.za for recording purposes.

Thank you for taking the time to complete this form,

*Once you have completed your attendee form please SAVE it and email the PDF to:
Janine.Wagenaar@mandela.ac.za*