



# Visit Request Form

Your request will only be attended to upon receipt of this completed form.

**IMPORTANT to note:**

1. All sections **must** be completed in full.
2. The completed form should be submitted to [cia@g.sut.ac.th](mailto:cia@g.sut.ac.th) Fax: +66 4422 4140 **at least 15 days prior** to the date of your proposed visit.
3. Requests submitted by agents (including travel agents) will not be accepted.

Date and Time of Proposed Visit: \_\_\_\_\_ (dd/mm/yyyy) / \_\_\_\_\_ (a.m./p.m.)

Duration of visit: \_\_\_\_\_ (hour/day)

**Person Making the Visit Request:**

	First Name	Last Name	
Title (Prof./Dr./Mr./Ms.)			
Position			
Organisation			
Organisation's Website			
Email			
Contact information	Tel:	Mobile:	Fax:

**Overview of the Institution / Organisation:**

(Background, strengths, centres of excellence (if any), etc.)

**Topics of Interest for Discussion:**

(Please specify clearly to enable us to ensure that relevant faculties/offices are represented at the meeting)

**Do you have any previous association with Suranaree University of Technology?**

(If yes, please specify)



**Person(s) You Would Like to Meet:**

Name	Designation

**Total number of delegates:** \_\_\_\_\_

**Leader of Delegation / Visiting Group:**

(Please provide CV or biography)

Title (Prof./Dr./Mr./Ms.)	First Name	Last Name	Position	Email

**Information of Delegates / Visitors:**

(Kindly include all members of delegation to facilitate seating arrangements)

Title (Prof./Dr./Mr./Ms.)	First Name	Last Name	Position	Email

**The delegation's contact person whilst in Thailand:**

Name	Designation	Mobile Number

For your delegation to receive maximum benefit from their visit, they should either have a working knowledge of English or be accompanied by an interpreter. Suranaree University of Technology is not able to provide interpretation services.

Name of Interpreter	
---------------------	--

**Thank you for completing the Visit Request Form.**

**Any questions, please email [cia@g.sut.ac.th](mailto:cia@g.sut.ac.th)**