



# SOUTHERN TAIWAN UNIVERSITY OF SCIENCE AND TECHNOLOGY INTERNATIONAL DELEGATION REQUEST FORM

This form is intended for requests, from individuals and groups, to make a formal visit to STUST on an institution to institution level.

Please complete this form **at least 21 days prior** to the date of your proposed visit.

**Please submit completed form to Office of International Affairs.**

**Your request will be considered upon receipt of these details.**

1. Date of request: \_\_\_\_\_

2. Person making the visit request:

Title	First name	Last name
Position		
Organisation		
Website		
E-mail		
Telephone	(Please add country code to your phone number)	
Mobile phone	(Please add country code to your phone number)	
Facsimile	(Please add country code to your phone number)	

3. Date and time of the proposed visit: \_\_\_\_\_ from YYYY/MM/DD/ HH :MM to YYYY/MM/DD/ HH :MM

4. Name of visiting institution:

5. Overview of the institution / organisation:

6. Purpose of visit:

Academic visit   
  Seminars   
  Lectures   
  Collaborations   
  Other (please specify) \_\_\_\_\_

7. Specific areas / topics of interest for discussion:

8. Do you have any previous association with STUST?

(If so, please specify)

9. Leader of delegation / visiting group:

Gender	Title	First name	Last name	Position

10. Names of delegation / visitors:

Gender	Title	First name	Last name	Position

11. For your delegation to receive maximum benefit from their visit, they should either have a working knowledge of English or Japanese or Chinese or be accompanied by an interpreter. The interpreter must be familiar with the technical language required for discussion.

<b>Interpreter</b>	
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12. Contact details in Taiwan and flight times/numbers, hotel (Please confirm as soon as available):

Flight : Hotel : Contact Person: Travel details in Taiwan:
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13. Other notes (Please attach a CV or biography of each delegate):

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Thank you for completing the Visitor Request Form.  
 Office of International Affairs will be in contact to advise if your request can be accommodated.  
 Any questions, please email: [lynn@stust.edu.tw](mailto:lynn@stust.edu.tw)