International Visit Request Form

* Please complete this form at least 21 days prior to the date of your proposed visit.
* Please submit completed form to [iro@deakin.edu.au.](mailto:iro@deakin.edu.au) Your request will be considered upon receipt of this form.

|  |  |
| --- | --- |
| Visit detail | |
| Date(s) of the proposed visit |  |
| Are these dates already confirmed? | Yes No |
| What is the proposed start time of your visit? |  |
| What is the proposed end time of your visit? |  |

If you can complete this form at least 21 days prior to the date of your proposed visit, this will enable us to organise a schedule that will meet your needs.

# Name of visiting institution/body/individual

# Leader of delegation/visiting group (Please attach a CV or biography of the group leader)

|  |  |  |  |
| --- | --- | --- | --- |
| Title | First name | Last name | Position |
|  |  |  |  |

# Names of visitors (Please attach a CV or biography of each delegate, if available)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | First name | Last name | Position | |
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| Please provide a contact phone number of delegation while in Melbourne | | | |  |
| Does this delegation include any Deakin alumni? If yes, please provide name | | | |  |
| We would like a 5-minute introductory presentation about your organisation and the purpose of the visit at the beginning of the meeting. Please indicate the name of person who will be delivering the presentation. | | | |  |

|  |  |
| --- | --- |
| Person making the visit request | |
| Full name |  |
| Position title |  |
| Organisation |  |
| Website |  |
| Email/ Telephone |  |
| Will you be participating in the visit? | Yes No |
| If you are an agent, please include your relationship to the university/organisation. |  |

# Overview of the institution/organisation

\*Please attach a separate one-page document, minimum one page including:

History, Rankings, Key achievements /forte, Faculty and school structure, Current Enrolments etc. (Please note we will not be able to assess the visit request without this information.)

|  |  |
| --- | --- |
| University Ranking (relevant for universities only – QS, THE or Academic Ranking of World Universities (Shanghai Ranking), and/or reputation of your institution/organisation: | |
| National Ranking | * Provide the current rankings: * URL where this ranking is published: |
| Global Ranking | * Provide the current rankings: * URL where this ranking is published: |
| Other relevant rankings/ reputation | * Provide the current rankings: * URL where this ranking is published: |

# Outline any existing/previous associations with Deakin University. Example: Credit for prior learning arrangements, student exchange, academic or research collaboration, etc.

**List any previous visits to/from Deakin University. Please include the name(s) and position(s) of the visitor(s) and the date(s) and outcome(s) of the visit**

\* Please note that the University recommends a MOU to be signed only AFTER the first visit.

# Purpose of visit: Please state your reasons for wishing to visit Deakin University

# Outline any specific areas/topics of interest for discussion/ field(s) of interest and expected outcome of the visit

*e.g. : explore collaboration opportunities in IT& Business and possible pathway arrangement into Postgraduate courses*

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| --- | --- | --- |
| Faculties/areas you would like to schedule a meeting with (if known) | | |
| Meet with (e.g. names and/or departments) | Purpose | Suggested duration |
|  |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |

# Do you require a brief tour of the campus? Indicate where you have a particular interest in visiting.

N.B. Subject to availability of the facilities

# What benefits will the visit have for Deakin University?

# Address for Invitation letter, *if required,* for visa purpose:

Recipient's name, title:

Address:

Phone no:

# Other Special requests:

Example: **Dietary Requirements**, Disabled Access, Transport Advice, Etc

|  |  |  |
| --- | --- | --- |
| Travel details: Please provide these details so that we can contact you while you are in Melbourne | | |
| **Where will you be staying?** | |  |
| **Address:** | |  |
| **Phone number:** | |  |
| **When will you arrive/depart Melbourne?** | |  |
| **Travel to Deakin** | Deakin university doesn’t provide transportation for the delegation. However, [Please see](https://www.deakin.edu.au/locations) [how to get to Deakin.](https://www.deakin.edu.au/locations) Each campus website will show the options of travel to campus. | |
| **Interpreter** | If visitors are from a non-English speaking background, we recommend that at least one member of the visiting party be fluent in English. Alternatively, a professional translator with the necessary technical language should accompany the delegation. Please note that Deakin University does NOT provide a translation service.  If you have arranged an Interpreter, please provide a details of interpreter: | |

# Any further information to support this visit request

Thank you for completing this form.

* Please email this form to: [**iro@deakin.edu.au**](mailto:iro@deakin.edu.au)
* The International Relations Officer will contact you by email to confirm the details of your request within three business days to advise if we are able to accommodate your visit.
* For queries email: [**iro@deakin.edu.au**](mailto:iro@deakin.edu.au%20) or call the **International Relations Officer on +61 3 9244 5518**

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| --- | --- | --- | --- | --- | --- |
| **\*FOR INTERNAL USE ONLY\*** | | | | | |
| Supporting faculty/market manager: |  | | | | |
| Visit request form filled thoroughly by the requestor? | 1 | 2 | 3 | 4 | 5 |
| REGIONAL ASSESSMENT:  Strategic regional overviews, country strategies, country-specific issues & related government policy |  | | | | |
| Strengths of partner/relationship | 1 | 2 | 3 | 4 | 5 |
| Identify new and emerging opportunities | Long term:  Short term: | | | | |
| Strategic fit of proposed partner-provider, including location and programs to be offered |  | | | | |
| Suitability/viability of hosting of the visit |  | | | | |
| Availability of staff | Senior executives: Faculty staff: | | | | |
| Cost allocations | Gifts:  Catering:  Other services: | | | | |
| Other issues to be considered |  | | | | |