

# EXTERNAL ADVICE FORM – REQUEST TO VISIT

Before agreeing to the proposed visit, it is necessary for the USQ Student Management office to ascertain that we can meet your requirements and provide a useful program. At least fifteen (15) working days notice of your visit will be required to ensure the appropriate university staff are available during this time.

Please complete this form and return to USQ Reception by fax **+61 7 4631 2211** or email **ioreception@usq.edu.au**

The request letter must be printed on the institution or organisation's official letterhead.

**Name of person making the request:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**University/Organisation:** \_\_\_\_\_

**Link to website:** *[if applicable]* \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Name of Delegation/Visiting Group:** \_\_\_\_\_

**Contact number while travelling in Australia:** \_\_\_\_\_

**Letter of Invitation required:** *[Please tick appropriate box]*  Yes  No

**Date/s of Proposed Visit:** \_\_\_\_\_

**Flight details – Brisbane airport:** *[if applicable]* \_\_\_\_\_

**Campus:** *[Please tick appropriate box]*  Toowoomba  Springfield  Fraser Coast

**Period of visit:** *[Please tick appropriate box]*  Morning  Afternoon  Full day

**Expected arrival time to Toowoomba/Springfield/Fraser Coast:** \_\_\_\_\_ **Expected arrival time on-campus:** \_\_\_\_\_

**Main purpose of proposed visit to USQ:** *[Please note this information is essential]* \_\_\_\_\_

**Agenda items for discussion:** *[Please note this information is essential. Please attach extra pages if necessary]* \_\_\_\_\_

**Number of Visitors:** \_\_\_\_\_

**Visitor/s Details:** *[Please attach a list of the names of the members of the delegation including their respective titles and positions within the university/organisation. The list must specify the leader of the delegation/visiting group. Organisers must ensure that the USQ International office is notified of any changes to the list provided]*

*[Please tick appropriate box]*

University Academics  University Administrators  Others *[please specify]* \_\_\_\_\_

**Background Information on Visitor/Institution/Organisation and other relevant notes:** *[attach extra pages if necessary]*

For the delegation to receive maximum benefit from the visit, they should either have a working knowledge of English, or be accompanied by an interpreter. It is not the responsibility of USQ to provide this service.