

## **Official Visits to the Open University of Sri Lanka - Request Form**

The International Academic Relations Division is responsible for coordinating official visit requests from representatives of international universities, research organisations, corporate entities and government and non government offices.

To assist us with organising and managing your visit, we would like further information about the purpose of your visit.

*If you can complete this form at least **30 days** prior to the date of your proposed visit, this will enable us to organise a schedule that will meet your needs.*

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**What is the proposed start date and time of your visit?**

**What is the proposed end date and time of your visit?**

**Are these dates already confirmed?**

**What is the purpose, main areas of interest, and/or objectives of your visit?**

**Person(s) you would like to meet:**

**Would you like to request a meeting with the Vice-Chancellor?**

*Could prospective visitors kindly appreciate that visits involving the Vice-Chancellor or other senior executive staff sometimes cannot be arranged with less than 4-6 weeks' notice.*

**Have you, or members of your delegation, visited the Open University of Sri Lanka in the past? If yes, when and for what purpose?**

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**Visitor(s) Details**

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**Name:**

**Designation/role/job title:**

**Organisation:**

**Country:**

**Phone:**

**Email:**

**Is the person listed above the primary contact for this visit?**

*(If no, please provide the contact details of the person coordinating your visit below.)*

**Name:**

**Designation/role/job title:**

**Organisation:**

**Country:**

**Phone:**

**Email:**

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**Please list any other delegation members, including full name, designation, organisation and their contact details. If below space is inadequate, please fill in a separate page and send through.**

**Delegation member 1:**

**Delegation member 2:**

**Delegation member 3:**

**Delegation member 4:**

**IMPORTANT:** Please review the information contained in your request before submitting the form. With additional and more detailed information about your visit we are best equipped to evaluate your request and assist you in achieving your desired visit outcomes.

