



## Visitor Request Form

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

Please submit the completed form to [visit@uct.ac.za](mailto:visit@uct.ac.za)

The University of Cape Town (UCT) receives many visitors from around the world each year. Delegations from universities, government agencies, research institutions and other organisations visit the university in order to cement existing relationships and establish new ones. UCT encourages these visits and considers hosting visitors as an excellent way of building meaningful and productive relationships.

In order for us to plan these visits so that they yield maximum benefit for all concerned, and to accommodate the many visit requests, we would like to ask that you provide us with the following information prior to your planned visit to UCT.

Please complete the sections below and e-mail the form as an attachment to the e-mail contained herein at least 21 calendar days prior to your proposed visit. The visit request will be attended to upon receipt of this completed form and should be deemed pending until you receive further guidance (i.e. approval, availability of individuals, etc.) from our Visits Coordinator.

The completion of this form is particularly pertinent:

- If you are from a partner institution, government or diplomatic office, an education provider or research organisation and are considering a visit to UCT;
- If you have a proposal you wish to submit to UCT regarding a possible future relationship;
- If you are an independent individual wishing to make contact with UCT or any of its officials or departments;
- If you are from a travel agency or a university and wish to bring a group of students or tourists to the university;
- If you are a member of UCT staff who wants to know how to arrange a visit to UCT for the purposes of establishing long-term relationships.

**Date and Time of Proposed Visit:** mm/dd/yyyy:.....**Time:**.....

**Proposed Duration of Visit:** \_\_\_\_\_

**List details of Point of Contact for this Visit Request:**

Title	First Name	Last Name
<b>Position</b>		
<b>Organisation</b>		
<b>Email</b>		
<b>Website</b>		
<b>Telephone/ Mobile</b>		
<b>Alternative Contact</b>		
<b>Alternative Email</b>		





**Name of Delegation / Visiting Group:**

**Total Persons**

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**Overview of the Institution / Organisation:**

**Purpose of Visit:**

**Person(s)/Department you wish to visit:**

**Specific Areas / Topics of interest for discussion:**

**What is your previous association with the University of Cape Town? Please elaborate:**

**Leader of Delegation / Visiting Group:**

Title	First Name	Last Name	Position	Email

**Contact person/s at the University of Cape Town, if any:**

Title	First Name	Last Name	Position	Email





**Names of Delegation / Visitors:**

Title	First Name	Last Name	Position	Email

**Address/Contact Details while in Cape Town:**

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**Local telephone/mobile number:**

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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.

<b>Interpreter details</b>	
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**Thank you for completing the Visitor Request Form.**

For more information and a follow up of your request, please email [visit@uct.ac.za](mailto:visit@uct.ac.za) or contact our **Visitor Reception Service** during office hours (UTC +2hrs) from 8:30 to 15:30 Monday to Friday on +27 (0) 21 650 5411 / 5160

**FOR OFFICE USE ONLY:**

<b>Visit Code</b>		<b>Visit Status</b>	
<b>Organizer/Lead</b>		<b>Date</b>	

