

REPORT OF FOREIGN VISITOR(S), GUEST(S), CONFERENCE ATTENDEE(S)
REQUIRED FOR ALL FOREIGN VISITORS/GUESTS -- 48 HOURS IN ADVANCE FOR VISITORS AND CONFERENCE ATTENDEES
(SEND ORIGINAL TO IAAO) --30 DAYS IN ADVANCE FOR GUESTS (SEND ORIGINAL TO OSY, COPY TO IAAO)*

☐ VISITOR (3 days or less)			☐ CONFERENCE ATTENDEE (5 days or less)			☐ GUEST (more than 3 days)		
FULL NAME					DATE OF BIRTH			
First	Middle	Last		Month	Day	Year		
PLACE OF BIRTH				PASSPORT				
City	Country		Number	Issuing Country				
TITLE/POSITION				GENDER ☐ Male ☐ Female				
EMPLOYER/SPONSOR				TELEPHONE				
ADDRESS								
CITIZENSHIP			COUNTRIES OF DUAL CITIZENSHIP (If applicable)					
COUNTRY OF RESIDENCE			U. S. PERMANENT RESIDENT ☐ YES ☐ NO					
DATE(S) OF VISIT								
NIST HOST(S) (Name, extension, e-mail)				ORGANIZATIONAL CODE NUMBER				
REASON FOR VISIT OR TITLE OF LECTURE(S)								
ROOMS/BUILDINGS TO BE UTILIZED								
REPORT PREPARED BY			TELEPHONE EXTENSION		DATE			
FOLLOWING REQUIRED FOR LECTURERS ONLY (including signatures)								
LECTURERS ONLY - GIVE BRIEF BIOGRAPHY								
LECTURE FEE \$		TRAVEL \$			PER DIEM \$			
RESPONSIBLE TECHNICAL STAFF MEMBER		TELEPHONE EXTENSION		ORGANIZATIONAL CODE NUMBER		DATE		
DIVISION CHIEF (NAME AND SIGNATURE)			OU APPROVAL (NAME AND SIGNATURE)					
APPROVED - INTERNATIONAL AND ACADEMIC AFFAIRS OFFICE (NAME AND SIGNATURE)					DATE			