

**INTERNATIONAL TRAVEL APPROVAL FORM: Visitors to Campus**  
**Western Carolina University**  
(Revised, May 2009)

Use for visitors on *university business only* (attach additional pages if necessary)

**Primary purpose of visit** \_\_\_\_\_

**Invitation information:**

Inviting faculty/staff member \_\_\_\_\_ Department \_\_\_\_\_

(If international visitor will conduct research, guest lecture or teach at WCU or other institutions, please see International Programs and Services about visa regulations.)

**Visitor information:**

Name \_\_\_\_\_

Last

First

MI

Company or University \_\_\_\_\_

Home city, country \_\_\_\_\_

If a group is visiting, attach full names, university/company affiliation, home city and country

**Itinerary information:**

Date of arrival at WCU \_\_\_\_\_ Date of departure from WCU \_\_\_\_\_

WCU Facility Destination(s): *(List all anticipated WCU departments and buildings to be visited.)*

Technology and technical data: *(List all technology to which visitor will be exposed while on the WCU campus, i.e. microcomputers/processors, digital computers, encryption software, telecommunication/transmission equipment, lasers, laser sensors, or any information required for the design/development/repair/testing/maintenance of any of the above examples):*

Please list all WCU faculty/staff that visitor is scheduled to see while on campus \_\_\_\_\_

Where will visitor be staying while in Cullowhee? \_\_\_\_\_

**Approval for Visit**

**Supervisor Approval:** \_\_\_\_\_ *printed name* \_\_\_\_\_ *signature* \_\_\_\_\_ *date*

Immediate Supervisor \_\_\_\_\_

Dean/Vice Chancellor \_\_\_\_\_

**Provost Approval:**

Visit approved

Visit denied - Reason for denial: \_\_\_\_\_

Visual Compliance met. \_\_\_\_\_ *Provost signature* \_\_\_\_\_ *Date*

\_\_\_\_\_ *Visual Compliance System User* \_\_\_\_\_ *Date*

Date received \_\_\_\_\_