



Foreign Delegation Information

Primary Point of Contact Information:

Primary Point of Contact will be the person responsible for facilitating the visit and engaging with Global Engagement about the visit.

Name:	College/School/Department:
Email:	Office Telephone:
Primary Phone:	Alt. contact name and phone:
Additional contacts in the visiting delegation:	

Available days and times for the Primary Point of Contact to meet with Global Engagement Staff in the 7 business days following the submission of this form (please include at least 3 options):

Day and Month	Times available on this date

Delegation Information:

Name of Visitor University or Organization: _____

Are these current partners? new partners? Unsure of partnership status

Dates of Proposed Visit: Arrival _____ Departure _____

Key point of contact in the Delegation:

Intended Outcomes of this Visit (select all that apply):

- Joint Research
- Student exchange or other student engagement
- Faculty exchange or other faculty engagement
- Community collaborations

Please explain briefly the long- and short-term goals for this collaboration:

2nd Floor Pavilion
3262 TAMU
College Station TX 77843-3262

Tel: 979.862.6700
gps.tamu.edu



Will a partnership agreement signed during this visit? Yes No Unsure

If yes, has the agreement already been written and reviewed by Global Engagement*?

Yes No Unsure

*Note: If the visit is less than a month away, it is unlikely that the necessary approvals can be obtained to allow for a signing ceremony during the visit. Please contact Global Engagement as soon as possible to discuss this at 845-?????

Names, titles, and any leadership roles of those visiting
 (please list the highest ranking official first, if known)

Name	Title and leadership role in their organization	Organization name

Have you already completed Export Control Screening on all the visitors to ensure that they are legally eligible to enter the United States and/or access restricted campus areas? Yes No

If no, this must be done immediately. Please contact the Export Control Office (at 979-862-6419 or exportcontrols@tamu.edu) if you need assistance.

Potential elements you want to include in the delegation’s itinerary (please check all that apply):

- Visit with your College Dean, department heads, others internal to your college
- Visit with President or a Vice President, Provost (Note: these officials are rarely available to delegations unless the delegation has a member with an equivalent title. Global Engagement can assist in planning for such meetings and they require advance scheduling.)
- Visit with Assoc. Vice President for Global Engagement, Dr. Holly Hudson
- Campus tour
- Tour of specific laboratories or facilities
- Visit with other units/colleges on campus that could benefit from meeting with members of this delegation.



Name them: _____

- Meals
- Meetings
- Reception
- Activity or program open to the campus or community
- Other, please explain: _____

Will any of your events require the use of flags from foreign countries? Yes No Unsure

If yes, what country flag(s) do you need? _____

(Note: Global Engagement has a library of international flags and will check availability if you indicate a need.)

Does your Department Head know about this visit? Yes No Unsure

Does your Dean/Vice President know about this visit? Yes No Unsure

Any other comments or information you want Global Partnership Services to be aware of:

Processing Steps

1. Submit this completed information as soon as possible via email to global.support.tamu.edu
2. Global Engagement will respond within 3 business days of the receipt of this form and schedule a meeting to discuss the contents. If you do not receive a response within 3 days, please call Global Engagement at 979-862-6700.
3. Electronic submission of this form indicates that the Primary Point of Contact agrees that the above information is complete and correct. The form will be dated upon electronic receipt.