



**REQUEST FOR SENIOR ADMINISTRATOR MEETINGS FOR INTERNATIONAL VISITORS**

1. Name of Virginia Tech contact: \_\_\_\_\_
2. Email and phone number: \_\_\_\_\_
3. Name of visiting institute/agency: \_\_\_\_\_
4. Date(s) of visit: \_\_\_\_\_
5. Purpose of visit: \_\_\_\_\_
6. Does this visit include an MOU signing ceremony? \_\_\_\_\_
7. Do you request a meeting w/President, Provost, VP for Outreach & International Affairs or AVP for International Affairs if available? \_\_\_\_\_
  - a. If yes, please list: \_\_\_\_\_
8. Non-Immigrant Export Compliance Questionnaire must be completed in order to begin the process. Link is <https://www.research.vt.edu/oesrc/ExportControlandSanctions/international-visitors.html>
9. **AFTER** export certification from OESRC is received by the department, the department may send invitation letters, if required by the delegation. The letters should state a range of dates that the delegation is to attend to allow for flexibility in setting up the program. Please use the [template](#) as a guideline.
10. Background on the Institution: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. Delegation Names and Titles: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
12. Once this form has been submitted to the Office of the Vice President for Outreach and International Affairs, the form will be reviewed and a determination will be made as to the level of visit. The initiating contact will be notified and arrangements can begin.
13. Costs associated with visit will need to be charged to the hosting college/department or paid by the visitor(s) and must be communicated in writing with all parties involved (*costs may include, but not limited to: incidentals, lodging, meals, parking, phone calls, spouses, transportation, etc.*).  
  
Please provide your college/department **fund** and **organization number(s)** for expenses to be charged to: \_\_\_\_\_

**Contact Information:**

Please submit form to: [rhodesk@vt.edu](mailto:rhodesk@vt.edu)

Office of Global Strategic Services: <https://gss.vt.edu/>  
(540) 231-3736

Office of Export and Secure Research Compliance: <https://www.research.vt.edu/oesrc.html>  
(540) 232-8573

Outreach and International Affairs: <http://www.outreach.vt.edu/>  
(540) 231-3205