



**DEPARTMENTAL CHECKLIST FOR INTERNATIONAL VISITORS**

- Name of visiting institute/agency: \_\_\_\_\_
- Names of visitors: \_\_\_\_\_
- Date(s) of visit: \_\_\_\_\_
- Complete Non-Immigrant Export Compliance Questionnaire-either electronically or download the form: (<https://www.research.vt.edu/oesrc/ExportControlandSanctions/international-visitors.html>).
- Submit completed Non-Immigrant Export Compliance Questionnaire.
- Complete Request for Administrator Meetings for International Visitors form (VPOIA-001).
- Submit completed VPOIA-001 to [rhodesk@vt.edu](mailto:rhodesk@vt.edu); or by mail-MC (0265).
- Once you receive the export certification from OESRC, you 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.
- Verify if a Memorandum of Understanding (MOU) or Student Exchange Agreement (SEA) is required. Contact Kimberly Rhodes ([rhodesk@vt.edu](mailto:rhodesk@vt.edu)) regarding MOUs and SEAs. **PLEASE NOTE:** Due to the volume of international visits, ceremonial MOUs/SEAs cannot be honored.
- Verify in writing with your college/department the following:  
Who is paying for lodging? (*The Inn, Hotel Roanoke, Hyatt, Residence Inn, etc.*)
  - The college                      Org/Fund Number(s): \_\_\_\_\_
  - The department                Org/Fund Number(s): \_\_\_\_\_
  - The visitors                      Will Need to provide Credit Card when making the reservation and upon check-in
- Reservations have been made at (include Confirmation #s): \_\_\_\_\_
  - Check to see if the visitor(s) need late check-out(s) and communicate with the hotel.
  - Meals (breakfast, lunch, dinner) Org/Fund Number(s): \_\_\_\_\_. If Alcohol is served, Foundation fund must be used. \_\_\_\_\_
    - Make necessary reservations. Reservations are made at: \_\_\_\_\_
    - Confirm any dietary restrictions for guests at meals: \_\_\_\_\_
    - Invite guests and receive RSVPs. Guests include: \_\_\_\_\_
  - Check to see if visitor(s) need transporting from/to the airport, or if a faculty member organizing is able to assist. State Cars and vans can be obtained through Fleet Services upon availability, but drivers must be registered prior to reservation. (<https://parking.vt.edu/fleet-services.html>)  
Org/Fund Number(s): \_\_\_\_\_.
- If a delegation needs to meet with the President, Provost, VP for Outreach & International Affairs and/or AVP for International Affairs, this must be communicated on VPOIA-001 form. The VPOIA office will notify the department/college with availability.
- Check to see who should be included in meetings; check availability of meeting rooms at IVTSCC and have faculty come to the delegations (preferred), or have the delegations go to the faculty offices. Ask if the faculty are able to provide an escort if within walking distance and the delegation is not too large. Include areas of interest for visitors.
- Check to see if this visit needs to have a Communicator/Photographer during the visit. If there is a signing event, photographs are sometimes taken at the event.
- Check about necessary tours (ICTAS, VTTI, Math Emporium, CRC, Campus Tour, etc.). Hosting college/departments may have representatives that can provide campus tours and representatives that can escort the delegation throughout the visit.
- For high level visits that include the President’s Office and MOU/SEA ceremonies, the President’s Office must be provided with briefing documents at least 48 hours in advance to include the following:
  - Background on the Institution to include:
    - Number of students from institution studying at VT.
    - Number of Alumni from institution here at VT.
    - Number of students from VT studying at institution.
  - CV/Background on the members of the delegation.
  - Phonetic pronunciation of delegates.