

# Domestic Visitor Request Form

(All visitors must be approved by department chair.)

**Please turn in to Margaret via email**

Faculty Host: \_\_\_\_\_

Visitors name: \_\_\_\_\_

Last

First

Middle

Full Mailing Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_

Email address: \_\_\_\_\_

University Affiliation: \_\_\_\_\_

Do you intend to fund this visitor during their stay? If so, how much? \_\_\_\_\_

From where? \_\_\_\_\_

Dates of intended visit: \_\_\_\_\_

Will visitor need an office (shared office)? \_\_\_\_\_

Will visitor need a library card (visitor should pick up the form from the library and return to either Margaret for completion)? \_\_\_\_\_

Will visitor need UFID card (cost is \$15 and paid by the visitor)? \_\_\_\_\_

Will visitor need computer access (offices DO NOT have computers; computer account needs to be setup by Margaret)? \_\_\_\_\_

As the visitor's host I agree to cover the \$10 key deposit should the office key NOT be returned when the visitor leaves. \_\_\_\_\_

Printed Name

Signature

## NOTE:

UFIDs & UFID cards, offices and computer accounts are processed by Margaret.