|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **General Information:** | | | | | | | | | | |
| Student Name | |  | | | | | Employee ID |  | | |
| College | |  | | | | |  |  | | |
| Department | |  | | | | |  |  | | |
| Persons Travelling with Student: *(Names as in passports)* | | | | | | | | | | |
| Escort | |  | | | | | Relationship |  | | |
| Child | |  | | | | | Age |  | | |
| Child | |  | | | | | Age |  | | |
| External University Name | |  | | | | | Date of Visit: | *(dd/mm/yyyy) G* | | |
| City | |  | | | | | from |  | | |
| Country | |  | | | | | to |  | | |
| Visit coincides with the Internal Supervisor’s visit:  Yes  No | | | | | | | | | | |
| **Purpose of Visit: *(check all that apply)*** | | | | | | | | | | |
|  | Registration/Enrollment | | | |  | Present and discuss research results with the External Supervisor only | | | | |
|  | Orientation training | | | |
|  | Thesis submission | | | |  | Present and discuss research results with both the External and Internal Supervisor | | | | |
|  | Dissertation defense (viva) | | | |
|  | Other purpose *(please specify)*: | | | |  | Visit labs to learn new techniques or perform experiments | | | | |
| **Conditions and recommendations:** | | | | | | | | | | |
| External Supervisor | | I request the visit of the student according to the details given above. | | | | | | | | |
| Name | |  | | | | | | Date: | | |
| Signature | |  | | | | | | / / | | |
| Student | | I will inform the EJSP administration and my department if there are any changes to the visit dates. | | | | | | | | |
| Name | |  | | | | | | Date: | | |
| Signature | |  | | | | | | / / | | |
| (Vice) Head of Department | | The department will make the arrangements to cover the student’s duties during the visit period abroad. | | | | | | | | |
| Name | |  | | | | | | Date: | | |
| Signature | |  | | | | | | / / | | |
| **For Official Use:** | | | | | | | | | | |
| **Itinerary:** | | |  | | | | | | | |
| Previous Visits | | | Count | Item | | | | | Pending | Completed |
| since study start | | |  | Previous Student Visit Report | | | | |  |  |
| during current study year | | |  |
| Last visit of | | | Date | Latest Bi-annual Progress Report | | | | |  |  |
| Student | | | / / |
| External Supervisor to KSU | | | / / |