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| Student Request to Visit External University |

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| Student Name |   | Employee ID |   |
| College |  | Department |   |
| Persons Travelling with Student: |
| Escort |   | Relationship |   |
| Child |   | Age |   |
| Child |   | Age |   |
| 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 |

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| **To the General Director of EJSP,**Kindly approve my request to visit the above-mentioned University within the supervisory framework of the External Joint Supervision Program. **Should there be any changes I will inform EJSP administration immediately to avoid any penalties.****Sincerely,**

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| --- | --- |
| Date: | Student Signature: |
| External Supervisor:  | External Supervisor Signature:  |

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| **For Official Use:** | **Itinerary:** |  |
| Previous Visits | Count |  | Item | Pending | Completed |
| since study start |  |  | Previous Student Visit Report |  |  |
| during current study year |  |  | Bi-annual Progress Report of |  |  |
| Last visit of | Date |  | Student |  |  |
| Student |  |  | External Supervisor |  |  |
| External Supervisor to KSU |  |  | Internal Supervisor |  |  |