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| --- |
| **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 |  / / |