

USIM OFFICIAL VISIT REQUEST FORM

USIM 'Alamiyyah (USIM International Centre) is responsible for coordinating official visits by international representatives to USIM. If you would like to schedule a visit to USIM, please kindly complete the form below, providing details as required. The information will help us to assess your request and if is approved, it will help us organize and manage your visit. Any confirmation and arrangement will be made via contact person listed in this form.

Institution Name <i>Institusi</i>	
Name (Contact Person) <i>Nama Pemohon</i>	
Address <i>Alamat</i>	
Phone Number <i>No. Telefon</i>	
Mobile Number <i>No. Telefon Bimbit</i>	
Email Address <i>Emel</i>	
Website <i>Laman Web</i>	
Proposed Date <i>Tarikh Lawatan</i>	
Proposed Time <i>Masa Lawatan</i>	
Numbers of Delegation <i>Bilangan Delegasi</i>	
Name(s) & Designation Of Delegation Member(s) <i>Senarai Lengkap Nama dan Jawatan Delegasi</i>	(Kindly attached the name list/ Sertakan senarai lengkap delegasi) ✚ Limited to max 50 pax per visit
What are the main objectives of your visit? (please tick the boxes below) Apakah objektif utama program lawatan ke USIM? (Sila tandakan pada kotak dibawah)	
<input type="checkbox"/> Admission / Academic Matters / Kemasukan / Perkara Akademik <input type="checkbox"/> Staff / Student Exchange / Pertukaran Staf / Pelajar <input type="checkbox"/> Student Credit Transfer / Pemindahan Kredit Pelajar <input type="checkbox"/> Student Mobility Programme / Program Mobiliti Pelajar <input type="checkbox"/> Research Collaboration / Kerjasama Penyelidikan <input type="checkbox"/> Others (Please Specify) / Lain-lain (Sila Nyatakan) : _____	
Person(s) or department(s) you would like to meet with while on campus Individu/Fakulti/Jabatan yang ingin dilawati dan dikenali semasa program lawatan	
1	
2	

Please state if you need an invitation letter to obtain your visa for entering Malaysia

Sila nyatakan sekiranya memerlukan surat jemputan untuk keperluan permohonan visa masuk ke Malaysia

Yes

No

Ya

Tidak

Please state additional information for our reference:

Sila nyatakan sebarang info tambahan untuk rujukan:

E. FOR OFFICE USE

UNTUK KEGUNAAN PEJABAT

Date Received:

Office & Personnel Stamp:

Name:

Date:

- ✚ This form must be submitted to USIM 'Alamiyyah **THREE WEEK** before the requested date of visit
- ✚ All visitors are requested to arrive on time. The visit will be cancelled if the arrival is **30 MINUTES LATE** than the requested time
- ✚ Please wait for our confirmation email before make an arrangement for travelling to USIM
- ✚ Please contact us **7 DAYS** prior to your visit for the confirmation of attendance

Email/Mail/Fax:

USIM 'ALAMIYYAH, UNIVERSITI SAINS ISLAM MALAYSIA (USIM)

Phone: +606 797 8652/ 8 6452 Fax: +606 797 8650 Email: alamiyyah@usim.edu.my