

USIM 'ALAMIYYAH OFFICIAL VISIT REQUEST FORM

USIM 'Alamiyyah (USIM International Centre) is responsible for coordinating official visit by international institution to USIM.

**** This form must be filled by USIM Staff**

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| Name of Institution <i>Nama Institusi</i> | |
| Name (Contact Person) <i>Nama Pemohon</i> | |
| Address of Institution <i>Alamat Institusi</i> | |
| Institution Phone Number <i>No. Telefon</i> | |
| Mobile Phone Number (Contact Person) <i>No. Telefon Bimbit Pemohon</i> | |
| Email Address (Contact Person) <i>Emel Pemohon</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 and Department, passport number and mobile phone number of the Delegate(s) <i>Senarai Lengkap Nama, Jawatan, nombor paspot dan nombor telefon bimbit Delegasi</i> | |
| Vehicle model and registration number if arrived in Malaysia <i>No. Plat kenderaan dan model kereta jika sudah berada di Malaysia</i> | |

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| <p>What are the purpose/main objectives of the visit? <i>Apakah tujuan/objektif utama program lawatan ke USIM?</i></p> |
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| <p>Kindly attach the profile or background details of the institution/organization for our reference <i>Sila lampirkan maklumat latar belakang institusi/organisasi untuk rujukan pihak kami</i></p> | |
| | |
| <p>Person(s) or department(s) In Charge <i>Individu/Fakulti/Jabatan yang boleh dihubungi</i></p> | |
| <p>Faculty/ Department <i>Fakulti/Ptj</i></p> | |
| <p>Name & Mobile Phone USIM Staff <i>Nama & Nombor Telefon Bimbit Staff USIM</i></p> | |
| <p>Designation <i>Jawatan</i></p> | |
| <p>Please state additional information for our reference: <i>Sila nyatakan sebarang info tambahan untuk rujukan:</i></p> | |
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| <p>FOR USIM 'ALAMIYYAH OFFICE USE <i>UNTUK KEGUNAAN PEJABAT USIM 'ALAMIYYAH</i></p> | |
| <p>Date Received: Office & Personnel Stamp: Name: Date:</p> | |

✚ This form must be submitted to USIM 'Alamiyyah **TWO (2) WEEKS before** the requested date of visit.