

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**

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

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>	

What are the **purpose/main objectives** of the visit?
Apakah tujuan/objektif utama program lawatan ke USIM?

Kindly attach the **profile or background details** of the institution/organization for our reference
Sila lampirkan maklumat latar belakang institusi/organisasi untuk rujukan pihak kami

Person(s) or department(s) In Charge
Individu/Fakulti/Jabatan yang boleh dihubungi

Faculty/
Department
Fakulti/Ptj

Name &
Mobile
Phone USIM
Staff
*Nama &
Nombor
Telefon
Bimbit Staff
USIM*

Designation
Jawatan

Please state additional information for our reference:
Sila nyatakan sebarang info tambahan untuk rujukan:

FOR USIM 'ALAMIYYAH OFFICE USE
UNTUK KEGUNAAN PEJABAT USIM 'ALAMIYYAH

Date Received:
Office & Personnel Stamp:
Name:
Date: