

In order to facilitate a partner visit to the TMT project office, please complete the Visitor Request Form.

PART A - To be completed by Visitor.

PERSONAL INFORMATION *(Name must match Passport)*

Last Name:		First Name:		Middle Name:
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male		Email Address:	Passport Number:	
United States Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No		If not a United States Citizen, Country of Citizenship:		
US Visa Type: <input type="checkbox"/> F1 <input type="checkbox"/> J1 <input type="checkbox"/> H1B <input type="checkbox"/> B1/B2 <input type="checkbox"/> Other State Other Visa Type:				
Visa Issue Date:		Visa Expiration Date:		
Telephone <i>(must have at least one phone number)</i> :				
Home:		Pager:		
Mobile:		Work:		
Home Address (for travel reimbursement):				
City:		State:	Postal Code:	
Region/Province (if applicable):		Country:		

EMERGENCY CONTACT

Last Name:		First Name:		Middle Name:
Emergency Contact Telephone <i>(must have at least one phone number)</i> :				
Home:		Pager:		
Mobile:		Work:		
Emergency Contact Email Address:				

INSTITUTIONAL INFORMATION

Organizational Name:		Job Title/Position:		
Street Address:				
City:		State:	Postal Code:	
Region/Province (if applicable):		Country:		
Work:		Fax:		
Organizational Website:				

PART B - To be completed by Sponsor.

SPONSORING DEPARTMENT							
Department Name:	Contact Email:						
Department Contact:	Contact Telephone:						
ASSIGNMENT INFORMATION							
Visitor Status: <input type="checkbox"/> Short-Term (< 6 mos) <input type="checkbox"/> Long-Term (> 6 mos)	Start Date:	End Date:					
Purpose of Visit:							
PTA to charge for expenses incurred by Visitor:							
Proposed expenses to be covered by TMT during visit (<i>Place an "X" to all items that apply</i>):							
	YES	NO	BUDGETED AMOUNT		YES	NO	BUDGETED AMOUNT
Intra-visit Travel			\$	Caltech Visa			\$215.00
Lodging			\$	Computer			\$
Comments:							

COMPLETED BY

Employee Signature/ Date

APPROVED BY

Department Manager/Head Signature/ Date

Project Manager Signature/ Date

FOR HR USE ONLY

TMT System Access	Date Enabled	Date Disabled
PDS		
ECA		
DCC		
EMAIL		
INTRANET		

Miscellaneous Items	Date Initiated	Date Completed
Caltech Visa, if applicable		
Travel Expense Report		
Software/Hardware		
Card Key, if applicable		