

**REPORT OF FOREIGN VISITOR(S), GUEST(S), CONFERENCE ATTENDEE(S)**  
 REQUIRED FOR ALL FOREIGN VISITORS/GUESTS -- 48 HOURS IN ADVANCE FOR VISITORS AND CONFERENCE ATTENDEES  
 (SEND ORIGINAL TO OIAA) --30 DAYS IN ADVANCE FOR GUESTS (SEND ORIGINAL TO OSY, COPY TO OIAA)\*

VISITOR (3 days or less)       CONFERENCE ATTENDEE (5 days or less)       GUEST (more than 3 days)

FULL NAME			DATE OF BIRTH		
First	Middle	Last	Month	Day	Year

PLACE OF BIRTH		PASSPORT			
City	Country	Number	Issuing Country		

TITLE/POSITION	GENDER	<input type="checkbox"/> Male	<input type="checkbox"/> Female
----------------	--------	-------------------------------	---------------------------------

EMPLOYER/SPONSOR	TELEPHONE
------------------	-----------

ADDRESS	
---------	--

CITIZENSHIP	COUNTRIES OF DUAL CITIZENSHIP (if applicable)
-------------	---

COUNTRY OF RESIDENCE	U. S. PERMANENT RESIDENT	<input type="checkbox"/> YES	<input type="checkbox"/> NO
----------------------	--------------------------	------------------------------	-----------------------------

DATE(S) OF VISIT
------------------

NIST HOST(S) (Name, extension, e-mail)	ORGANIZATIONAL CODE NUMBER
--	----------------------------

REASON FOR VISIT OR TITLE OF LECTURE(S)
---

ROOMS/BUILDINGS TO BE UTILIZED
--------------------------------

REPORT PREPARED BY	TELEPHONE EXTENSION	DATE
--------------------	---------------------	------

FOLLOWING REQUIRED FOR LECTURERS ONLY (including signatures)

LECTURERS ONLY - GIVE BRIEF BIOGRAPHY
---------------------------------------

LECTURE FEE	TRAVEL	PER DIEM
\$	\$	\$

RESPONSIBLE TECHNICAL STAFF MEMBER	TELEPHONE EXTENSION	ORGANIZATIONAL CODE NUMBER	DATE
------------------------------------	---------------------	----------------------------	------

DIVISION CHIEF (NAME AND SIGNATURE)	OU APPROVAL (NAME AND SIGNATURE)
-------------------------------------	----------------------------------

APPROVED - OFFICE OF INTERNATIONAL AND ACADEMIC AFFAIRS (NAME AND SIGNATURE)	DATE
--	------

\*BOULDER DISTRIBUTION: Original to Security; Copy to Group and OIAA (Mail Stop 1090)