

# INDIVIDUAL SITE VISIT

## Request Form

Thank you for your interest in visiting a Learning Abroad Center program site. Please complete and return this form to Sheila Collins, Director of Programming, at [colli059@umn.edu](mailto:colli059@umn.edu).

Full name \_\_\_\_\_

Institution or organization \_\_\_\_\_ Position title \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

1. What Learning Abroad Center site would you like to visit? Please complete one form for each site you would like to visit.  
\_\_\_\_\_
2. What is the primary purpose of your visit?  
\_\_\_\_\_  
\_\_\_\_\_
3. What is your academic field or professional expertise area(s)?  
\_\_\_\_\_  
\_\_\_\_\_
4. What is your level of knowledge of the host country language?  
\_\_\_\_\_  
\_\_\_\_\_
5. If it is appropriate and possible, would you be willing to give a lecture or contribute in another manner to the student experience at the site? If so, please describe what kind of contribution you could make.  
\_\_\_\_\_  
\_\_\_\_\_
6. What are the date(s) and time of day you hope to visit the site?  
If our staff is not able to accommodate you on the requested date(s) or time they may suggest alternative dates for your visit.  
\_\_\_\_\_
7. Do you need housing arrangements? If so, please indicate the exact dates. Staff can make the reservation, but we do not typically cover the cost. Reservations are generally for a single rooms.  
\_\_\_\_\_  
\_\_\_\_\_
8. Are there any other arrangements (local transportation, transportation from the airport) that you might wish us to facilitate? If so, please list them, and we will let you know what assistance we can provide.  
\_\_\_\_\_  
\_\_\_\_\_

9. The following activities may be included in your itinerary. Actual activities will depend on staff availability, program schedule and other factors that may limit visitors' access. Please indicate which activities you are interested in from the list below:

Tour of facilities

Visit internship/service-learning placements

Meet with program director(s)

Visit student housing

Observe classes

Meet with faculty. Please indicate academic disciplines: \_\_\_\_\_

Additional requests or comments: \_\_\_\_\_

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## Learning Abroad Center

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