

UNIVERSITY OF DAR ES SALAAM



GUIDANCE TO VISITORS

PREFACE

Thank you for showing interest in the University of Dar es Salaam (UDSM). We encourage visits such as the one you are planning to make and consider hosting visitors as an excellent way of building meaningful and productive relationships.

In order for us to successfully plan for your visit, we would like you to provide us with the information specified in the attached visit request form. It is imperative that this information reaches us at least fifteen (15) working days before your planned visit so that we have enough time to attend to requisite logistics before your arrival and ensure a pleasant and productive visit.

Please complete the online *Visit Request Form* below and e-mail it to the address provided at the end of this document. The completion of this form is particularly important if:

- you are from a partner institution, government or diplomatic office, an education provider or research organisation;
- you have a proposal you wish to submit to UDSM regarding a possible future relationship;
- you are an independent individual wishing to make contact with UDSM or any of its officials or departments;
- you are from an organization or institution that wishes to bring a group of students or visitors to UDSM;
- you are a member of UDSM staff who wants to know how to arrange a visit to UDSM for the purposes of establishing long-term relationships.

UNIVERSITY OF DAR ES SALAAM
Guidance to Visitors

Your name: _____

Your organization, company or university's name:

Address: _____

E-mail: _____

Tel: _____

Fax: _____

Date of proposed visit: _____

Time of arrival: _____

Purpose of visit and what you hope to achieve:

Specific office/individuals you would like to visit or meet

Number of people in your delegation _____

Please list the members of your delegation and their positions within your university or organisation

Are the people you wish to bring **University Academics?** YES/NO
If YES, provide a brief profile of the group

Are the people you wish to bring **University Administrators?** YES/NO
If YES, provide a brief profile of the group

Are the people you wish to bring **students?** YES/NO
If YES, provide a brief profile of the group

Are the people you wish to bring **tourists?** YES/NO
If YES, provide a brief profile of the group

If you have had prior contact with the university, name the contact person/
department/school/college/institute:

Kindly submit this form by e-mail to:

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University of Dar es Salaam
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E-mail: dirts@admin.udsm.ac.tz
TANZANIA