

# NATIONAL DEFENSE UNIVERSITY - Foreign Delegation Visit Request Form



Thank you for your interest in visiting NDU. Please examine the following timeline for requesting a visit to NDU:

-4 weeks prior to your requested visit date: Submit a Foreign Visitor Request to the DIA **AND** notify NDU POC (see contact information below) of the intent to visit.

-2 weeks prior to your requested visit date: Fill out NDU's *Foreign Delegation Visit Request Form*, below.

The point of contact (POC) for Foreign Delegation visits to NDU is the International Student Management Office / Ms. Catherine Tappert: c.a.tappert.civ@ndu.edu , 202-685-4075

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Email Address:

Please list your FVR number:

What is the date of your visit?

What is the name of your group?

How many people are in the delegation?

Please list the name, rank, and title of the head of your delegation:

Please list the name, rank, and title of the members of the delegation:

Will the delegation bring a gift?

Yes

No

If so, what will the gift be? (Please note that NDU prefers no gifts, though we leave this decision to the delegation.)

What uniform will the delegation wear? Be specific.

Does the delegation speak English?

Yes

No

If not, will the delegation bring an interpreter?

Yes

No

Where else will the delegation visit on their visit to the US?

Please list the type (sedan, van, coach bus) and number of vehicles the delegation will use.

**Please select the delegation's purpose(s) for the visit. Please note that NDU will do its best to accommodate the delegations' interests based on availability of staff and resources.**

**Check any that apply:**

**Meeting with NDU Leadership**

**Professional Military Education Briefing**

**Round-table discussion with NDU subject matter experts**

**Meeting with NDU International Fellows from the visiting nation**

**To discuss enrolling officers from visiting country to NDU programs in the future**

**Other**

**Who in the delegation has visited NDU previously? Please list their names as well as the purpose for their prior visit.**

**What else would you like the NDU International Visits Coordinator to know prior to your visit?**