

### GUEST FORM

*Has to be mailed to Peter Bækgaard Madsen and Lone Seidler Petterson at least 7 working days before arrival of the guest*

#### The guest's contact information

*To be filled by the IMADA host*

The guest's name:	
CPR number / birthday:	
Name of university where the guest is employed or enrolled:	
Period of the visit at IMADA:	
The guest's email:	
Name of the IMADA host:	
The guest's room number (at IMADA):	
Guest category: <input type="checkbox"/> Guest researcher <input type="checkbox"/> Guest PhD student <input type="checkbox"/> Guest master student <input type="checkbox"/> Erasmus student <input type="checkbox"/> International student <input type="checkbox"/> SDU employee (at another department than IMADA)	Does your guest need: <input type="checkbox"/> Key card (ADK card) (photo has to be sent to <a href="mailto:lsp@imada.sdu.dk">lsp@imada.sdu.dk</a> 7 working days before arrival of the guest) <input type="checkbox"/> Key <input type="checkbox"/> IMADA e-mail address <input type="checkbox"/> IMADA telephone number <input type="checkbox"/> Name plate on the office door

#### Only to be filled in if the guest is employed/enrolled at another department at SDU

Name of the department where the guest is employed/enrolled:	
Employed/enrolled from/to:	
Employed as:	

#### To be filled by LSP

Nøgle udleveret (nr.):	
Oprettelse i CRM:	
E-mail adresse og telefon nummer:	
Foto indsendt til ADK kort:	