

GUEST FORM

Should be sent by email to Per Jannsen and Lone Seidler Petterson at least 7 work days before arrival of the guest

Information about the guest

To be filled out by the IMADA host

Name of the guest:	
Date of birth of the guest:	
Name of university/organization 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 office 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 lsp@imada.sdu.dk 7 work days before arrival of the guest) <input type="checkbox"/> Key <input type="checkbox"/> IMADA e-mail address (will by default be closed 3 month after the guest has left; otherwise contact lsp@imada.sdu.dk) <input type="checkbox"/> IMADA telephone number <input type="checkbox"/> Name plate on the office door

Only to be filled out 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 out by Lone Seidler Petterson

Nøgle udleveret (nr.):	
Blå Blanket udfyldt:	
E-mail adresse og telefon nummer:	
Foto indsendt til ADK kort: (foto sendt til KSL)	