**Visiting Professor From**

|  |
| --- |
| **Requestor Info** |
| **Full Name** |       |
| **College** | [ ] CBA[ ] JCA[ ] CE[ ] CL |
| **Department** |       |

|  |
| --- |
| **Visiting Professor Info** |
| **Full Name** |       |
| **Date of Birth** |       |
| **Gender** | [ ] M[ ] F |
| **Nationality** |       |
| **Home institution** |       |
| **Department** |       |
| **Email** |       |
| **Homepage** |       |
|  |
| Please Enclose the following  |
|  | * CV
* Research Statement
* Teaching Statement
* Introduction Letter with salary from his home institution
 |

|  |
| --- |
| **Visit Info** |
| From |       | To |       |
| Hosting in |
| Campus |       | building |       | office |       |
| Activities |
| **Lectures** |       |
| **Workshops** |       |
| **Seminars** |       |
| **Research** |       |

|  |
| --- |
| **Remuneration** |
|  | Amount in SAR |
| Salary at the home institution per month |       |
| Housing Expenses |       |
| Ticket Expenses |       |
| Other expenses |       |
| Total Amount |       |
|  |
| **Source of Fund**  |
|  | Amount in SAR |
| From College |       |
| From DSR |       |
| From UBT Project fund |       |
| Other Fund |       |
| Total Fund |       |

|  |
| --- |
| **Signature** |
| Requestor Name & Signature | Date |
|  |  |
| Head of Department Name & Signature | Date |
|  |  |
| Dean’s Name & Signature | Date |
|  |  |
| Director of Finance Name & Signature | Date |
|  |  |
| Dean of Scientific Research Name & Signature | Date |
|  |  |
| Rector Name & Signature | Date |
|  |  |