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Visitor Invitation & Agreement

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Dear \_\_\_\_\_,

Date: \_\_\_\_\_

On behalf of NSCAD University it gives me great pleasure to invite you to NSCAD to engage with our students and community during the following timeframe: \_\_\_\_\_.

NSCAD will provide you with the following:

- Presentation Fee: \$ \_\_\_\_\_
- Workshop Fee: \$ \_\_\_\_\_
- Studio visits: \$ \_\_\_\_\_
- Per diem: \$ \_\_\_\_\_
- Travel (arrangements are made by the Anna Leonowens Gallery Systems).
- Accommodations for \_\_\_\_\_ nights.
- Other: \_\_\_\_\_

Please sign the agreement below acknowledging your understanding of the details related to your visit and send back to us as soon as possible. Do not hesitate to contact us if you have any questions. We look forward welcoming you to campus!

Best Regards,

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Visitor

Further details as required:

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## Visitor Information

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**For processing payment. Required information for Canada Revenue Agency and Booking International flights:**

**Legal Name:** \_\_\_\_\_

Preferred Pronoun: \_\_\_\_\_

SIN #: \_\_\_\_\_ DOB: \_\_\_\_\_

*\*leave blank if not Canadian. International guests should fill out the tax exemption form found [HERE](#).*

**Home Mailing Address**

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State/ Province/ Area: \_\_\_\_\_

Zip/ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

**Traveller Information \*\* Only required for travel arrangements.**

Passport#: \_\_\_\_\_ Citizenship: \_\_\_\_\_

Preferred Arrival Time: \_\_\_\_AM \_\_\_\_PM; Preferred Departure Time: \_\_\_\_AM \_\_\_\_PM

Seating\*: \_\_\_\_\_Aisle \_\_\_\_\_Window

*\*Seat change or preferred seating charges are the responsibility of the traveller.*

**Bio with career highlights for promotional purposes:**

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