

International visit request form

The London College of Communication is welcoming you to visit our premises and facilities, and to learn more about our programmes and services.

Please read carefully this Notes for Applicants before submitting this application.
Please complete and submit the application 3 weeks in advance of the proposed date of visit.

A confirmation email will be sent to you within seven working days after you submission.

1. Name of Organisation (if applicable):

2. Number of visitors:

3. Delegation List/ Visitor's Profile:

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4. Language:

5. Objective of the Visit:

- Academic collaboration
- Business Collaboration
- Sponsorship/ Partnership
- Industry Visit
- General Visit
- Others, please specify

6. Academic level of interest:

- FE / Foundation
- Undergraduate / BA
- Postgraduate / MA
- Short Courses
- Other (please specify):

7. Specific course area (s) of interest (please refer to <http://www.arts.ac.uk/lcc/courses/> for more information):

8. Contact Person:

Job title:

Email:

Phone No.:

9. Accessibility/ Disability:

10. Date and time of the visit: 1st choice:
2nd choice:

What happens next:

Please complete and email this form to: international.partnerships@lcc.arts.ac.uk

The International Office will be your point of contact at LCC. Please do not contact any other member of staff at LCC directly, in relation to your proposed visit, as this can lead to confusion.

LCC International Visit Requests – Notes for applicants

Application should be submitted at least three weeks in advance of the proposed day of visit. (Email: international.partnerships@lcc.arts.ac.uk)

General tours (introduction to the College and its facilities) of the College are available and take place every Friday morning at 11am during term time, lasting approximately 45 - 60 minutes. Please note that we don't offer tours during the summer vacation. The tours will start again in the autumn term. For information about these tours please see: <http://www.arts.ac.uk/lcc/events/open-days/>

Applicants are required to provide the list of visitors and/or supporting document(s) with their applications.

Please do not resubmit an application if it has already been successfully submitted.

The LCC International Office will not be available on Saturdays, Sundays and Public Holidays.

The personal data provided will be used by LCC International Office Team to process the visit application and for related internal reporting purposes.

The LCC International Office will acknowledge via email receipt of your application and notify you of whether a visit is possible. If you do not hear from us seven working days after submitting an application and all the required document(s), please contact Tom Webb (+44 (0) 207 514 6466) or Sophie Williams-Brown (+44 (0) 207 514 6942) at the LCC International Office

The LCC International Office reserves the right to consider applications at its sole discretion. If any information provided by the applicant is found to be untrue, LCC International Office may reject the application or withdraw any approval given.