

# Group Visit Reservation Form

2016-2017

**\*\*Please note.\*\*** All group reservations requests must be received by the Admission office a **minimum of two weeks prior** to your date of choice and all groups must provide **1 chaperones per 10 students**. All group visits will receive a final confirmation from the Undergraduate Admissions Office.

Name of Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Complete Organization Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Number of students: \_\_\_\_\_ Number of chaperones: \_\_\_\_\_

Number of vehicles: \_\_\_\_\_

Date of choice: \_\_\_\_\_ Time of choice: \_\_\_\_\_

Alternate date: \_\_\_\_\_ Alternate time: \_\_\_\_\_

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Do you have any additional special requests? If so, please write in them below:

\_\_\_\_\_

\_\_\_\_\_

Please understand that tours of campus offered through the Undergraduate Admissions Office are “general” tours. Our staff does not have access to individual academic spaces on the campus such as labs, studios, etc. To have a more specialized tour, please contact individual academic department you are interested in visiting.

Completed forms can be faxed to the following number: 716-878-6100