

## **Register of International guests and visits**

The number of international guests on the faculty and their connection to study programmes and projects is one of the evaluation criteria in the field of **internationalization of university education**, and its level at the institution affects, among others, further funding in the following years. That is why it is important to **register all international guests and visits**, and not only register, but also report their involvement in the FTA activities properly. For this purpose, the following form was created to serve to all FTA employees to fulfil their duty to **report their international guests and visits to the International Relations Office of the FTA**.

I would also like to remind you that any **documents** used to confirm the participation/length of stay of international guests and visits **may ONLY be confirmed by the International Relations Office of the FTA**. Please keep this information in your minds and follow it.

Thank you all for your cooperation.

International Relations Office, Faculty of Tropical AgriSciences

**To register/report the international guest, please, use this form:**

**[Register of International guests and visits](#)**