

NGS POLICY 03-2011



Foreign Visitor Policy

National Geodetic Survey

Approved by the Executive Steering Committee

20 September 2011

This policy relates to the following situations:

- 1) Incoming requests from foreign nationals to visit NGS**
- 2) Requests from other agencies (eg MCC, State Dept.) for NGS to host foreign nationals**

1. At least one month prior to the date of the visit, the foreign national must send a written (email, letter, fax) request to visit. Whoever receives the request must make the international coordinator aware of it. This request must include the following information:
 - a. The proposed date and time of the visit
 - b. The name, title, nationality, and affiliation of each visitor
 - c. A list of specific questions of topics which the visitors (s) would like to discuss with NGS Staff
 - d. Contact information (mailing address, phone number, and email address) for the visitor or coordinator for a delegation of multiple visitors
2. All requests to visit NGS, from foreign nationals, will go through the international coordinator and must be approved by the Director and Division Chiefs of affected divisions before approval is given.
3. Foreign visitors must be affiliated with a subject-related agency/organization in order to receive approval.
4. Visits by foreign nationals will not be approved to be longer than 3 days under this policy. For longer visits reference the NGS visiting scientist policy.
5. What NGS does not do for foreign nationals who request a visit:
 - a. Make travel arrangements or provide travel funds
 - b. Make appointments for visitors at agencies or organizations other than NGS
 - c. Provide interpreting or translation services
6. International visitors **must bring their passports** with them when visiting NGS offices.
7. This policy is in addition to other federal requirements, restrictions and policies for foreign visitors.