



COMSATS Institute of Information Technology (CIIT)

International Liaison Office, (ILO) Principal Seat,

Islamabad, Pakistan

Ph. (92-51) 9258481~83 Fax: 4442805

URL: www.ciit.edu.pk

Application Form

1. Particulars of the Visiting Candidate

Name (in block letters) _____

Father's Name _____

Age (date of birth) _____

Designation _____

Department _____

Present Mailing Address _____

Permanent Mailing Address _____

Phones (Off): _____ (Res) _____ (Cell.) _____

E-mail: _____ Fax No. _____

2. Academic background (Please give details of graduate and post-graduate Education, starting with matriculation)

Degree held	Year	Main Subjects	University/Institute	Division / Grade

3. Field of Proposed training:

4. Previous & present positions (List positions held in the past 03 years, starting with latest first)

Designation	Name of employer/ University/Institution	Period From - To

5. List Major responsibilities in the present position.

1. _____
2. _____
3. _____
4. _____
5. _____

6. Details about Host Institution (if known)

a. Name of the Host University/Institute _____

b. Head of the Department/Division of the Visiting Host University/Institution

c. Postal Address _____

d. Contact of Host/ Contact person :

Tel. (Off) _____ Fax. _____

Email. _____

e. Name of the supervisor/person in Host Institution with whom to collaborate (letter of consent/invitation to be attached)

7. Previous visit/s undertaken, if any;

Name of Institute	Period of Training	Area / Field

8. Brief outline of the proposed program of the visit (100 words Maximum)

9. Benefits to the Applicant / CIIT

1.	
2.	
3.	
4.	
5.	
6.	

12. Schedule of the proposed visit

Date of Departure	Training Dates		Date of Return	Total Number of Weeks of Training
	From	To		

13. Financial Requirement

- 1. Travel (Air fare): Rs.....
- 2. Remuneration:
- 3. Training fee:
- 4. Any other expenses

. @ Rs. x Rs.....

Total: Rs.....

Signature of the Applicant

Date: _____

Signature & stamp of Head of the Department
Recommendation

Advisor (International Liaison Office)

Approved / Not-approved

Signature & stamp of the Rector
COMSATS Institute of Information Technology
H-8, Islamabad, Pakistan