

Guest and Visitor Registration Form

Guests are persons, who for a short time use the infrastructure of the Institute for Informatics or the Faculty of Mathematics and are not TUM employees, students or teachers. This includes guest professors and researchers, external doctorate students, holders of scholarships, honorary professors, and external employees of cooperation partners of the TUM

To be completed by the guest:

Surname: _____ First name: _____

Mrs Mr Academic Title: _____ Date of birth: _____

Home Address: _____

E-Mail Address: _____

Dates of the visit: from _____ to: _____

_____ Date

_____ Guest signature

To be completed by the supervisor / hosting chair or unit:

Hosting research unit

(Chair/Professor): _____

Supervisor: _____ Tel.: _____

Theme of the scientific research:

- The use of the facilities does not exceed 5 days and requires only publically accessible WLAN (Eduroam) and no keys

Please note: once the use of TUM facilities exceeds 5 days, and/or a LRZ guest code or a key is needed, then a contract of usage between the guest and the TUM must be completed. In this case, we ask you to complete the form on the rear of this document: „Application for a contract of usage“

I hereby confirm that the information given above is correct and complete.

_____ Date

_____ Signature of host / supervisor

Application for a contract of usage

between the Technische Universität München and the guest

Mr./Mrs. _____

To be completed by the guest:

- The information regarding my home address, start and end date of my visit as stated on the reverse of this form are complete and correct.
- Please correct / complete the information on the reverse of this form regarding my home address, start and end date of my visit as follows:

- I request an LRZ guest account for use of the internet. I have been given a copy of, and acknowledge, the usage regulations for IT systems of the Technische Universität München.
- I request a key / chip card and make a deposit of 50 / 20 Euro in cash. The deposit will be returned to me on return of the key prior to my departure.
- I request a guest permit.

Date: _____ Signature Guest: _____

To be completed by the supervisor / hosting chair or unit:

The guest will use the following office during his/her visit: Room Nr. _____ .

I confirm the correctness of the information given above and request the completion of a contract of usage between the TUM and the Guest.

Date: _____ Signature : _____
(host Professor/Supervisor)