**BG form 2**

Request for Permission to Visit the Botanical Gardens

To: GSS Botanical Gardens Steering Committee

I hereby request permission to visit Kyoto University (KU)'s Graduate School of Science (GSS) Botanical Gardens with due caution, as detailed below:

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| **Date requested**  (dd Month yyyy) | Click here to enter text. |
| **Visiting time**  (e.g. 1 April 2017,  3 pm to 4 pm) | Click here to enter text. |
| **Name** | Click here to enter text. |
| **Organization** | Click here to enter text. |
| **Contact address** | Click here to enter text. |
| **Phone #** | Click here to enter text. |
| **Email address** | Click here to enter text. |

|  |  |
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| **Hosting KU faculty member**  (Required for non-KU students/personnel) | |
| **Name** | Click here to enter text. |
| **Position**  (e.g. professor of the Graduate School of Xxx) | Click here to enter text. |
| **Organization** | Kyoto University |
| **Contact details** | Click here to enter text. |

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| **Purpose of your visit** |
| Click here to enter text. |

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| **Additional notes** (if any) |
| Click here to enter text. |

**For office use only:**

Garden Visit Permit

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| **Reference #** | Click here to enter text. |
| **Date granted** | Click here to enter text. |
| **Granted by** | Click here to enter text. |