

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:

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

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

Purpose of your visit

Additional notes (if any)



For office use only:

Garden Visit Permit

Reference #	
Date granted	
Granted by	