To Head of Department –

Vice-rector for security

E.V. Chugunov

**DATE**

Internal memorandum

Dear Evgenii Vyacheslavovich!

This memorandum is to inform you that the following foreign citizens will visit TSU within the framework of (the purpose of the visit) during the period from … to … (dates of visiting TSU):

1. Transliteration of his/her name/name in English (as indicated in his/her ID), the citizen of \_\_\_\_\_\_\_\_ (country as indicated in his/her ID), job title (where he/she works and his/her job title), national ID № \_\_\_\_\_\_\_\_\_\_\_

Specify whether he/she works at TSU.

The person responsible for the visit: job title, full name, phone no., e-mail.

Head of International Division E.A. Pyatovskaya