



UNIVERSITY OF SANTO TOMAS

GUIDELINES ON REQUEST FOR VISITS

I. General Guidelines:

- The academic units, administrative units, research units, or student organizations must write a **letter of request** addressed to:

[Complete Name of the Secretary-General]

Secretary-General

University of Santo Tomas

Through: **[Complete Name of the Office of Public Affairs Director]**

Director

Office of Public Affairs

University of Santo Tomas

Please send the letter by email to: opa.visitmgmt@ust.edu.ph

- Please include the following information in the letter:
 - Brief information on the purpose of the visit;
 - Date and time of the visit; and
 - Names and official titles of the guests.
- Please note that requests from University-wide student organizations must be endorsed by their Adviser and the Office for Student Affairs while requests from local-based student organizations must be endorsed by their Adviser and the Academic Unit Head.
- The letter of request should be submitted **at least five (5) working days** before the date of the visit.
- Once the request is approved by **the UST Secretary-General**, the Office of Public Affairs (OPA) will coordinate with the requesting unit the details of the visit.
- OPA may welcome and tour guests on campus grounds, depending on the nature of the visit and itinerary, from Mondays to Fridays, between 8:00 a.m. to 12:00 n.n. and 1:00 p.m. to 5:00 p.m.

- Depending on the official title of the guest/s, OPA may also prepare the following during the day of the visit:
 - welcome board,
 - guestbook,
 - itinerary, and
 - token of appreciation.
- All guests of the University, once on campus, must follow the [Health Protocol for Special Guests & Visitors](#), which will be provided by the requesting unit.
- The guests are requested to accomplish the Online Feedback Form provided by OPA after the tour or visit.

II. Other Inquiries and Updates:

- For other media-related inquiries, you may send an email to opa.visitmgmt@ust.edu.ph or contact us at 8731 3544 or 87861611 local 8315 or visit the Office at the ground floor of the UST Main Building.
- For updates on the various activities of the Office of Public Affairs (OPA), please visit the OPA Facebook Page, <https://www.facebook.com/USTPublicAffairs/>

Prepared by:

Office of Public Affairs

23 November 2023