**OFFICIAL VISIT (OVERSEAS) REPORT**

1. **SECTION 1**

|  |  |
| --- | --- |
| **Title of the Seminar/ Conference /Meeting or Objective of the visit** |  |
| DateCountry |  |
| Name & Designation |  |
| Programme |  |

1. **SECTION TWO**

|  |  |
| --- | --- |
| Background of the Visit/MoU/Seminar/Meeting |  |
| Summary(what are the things thathave been discussed/obtained or agreedupon?) (what are the things thatMOHE can benefit) |  |
| Follow –up Plan (if any)  |  |
| Conclusion |  |

1. **SECTION 3**
	1. Attachment (Powerpoint presentation note/relevant papers/documents)

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Name:

Designation:

Date: