

Off-Campus Recruiters Policy: Azusa Pacific University (APU) welcomes off-campus recruiters from approved programs to the Azusa campus. To ensure the success of all campus visitations, APU's Center for Global Learning & Engagement provides the following guidelines for on-campus recruiters. Recruiters must attain approval for an on-campus visit from the Center for Global Learning & Engagement at least two weeks in advance and work with a representative from the Center for Global Learning & Engagement to arrange visitations. To best serve APU students, please send a copy of any compiled student interest lists to the Center for Global Learning & Engagement.

**All Visitation Request forms should be faxed to (626) 857-2444. Once approved, they will be signed and faxed back to the number provided.

Date: _____

Organization Information

Company/Organization: _____

Contact Person/Title: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: (____) _____ Fax: (____) _____

Email: _____ Website: _____

Visitation Details *(All details must be complete)*

Representative: _____

Date(s) and Time(s) for Recruiting¹: _____

Desired location(s) to set up displays or information booths²: _____

Table(s) Requested: _____ Chair(s) Requested: _____

Other Requests: _____

I have read and understand APU's Policy for Off-Campus Visiting Recruiters:

Signature: _____ Date: _____

Title: _____

Center for Global Learning & Engagement
 901 E Alosta Ave, PO Box 7000, Azusa, CA 91702
 Phone: (626) 857-2440 Fax: (626) 857-2444
studyabroad@apu.edu www.apu.edu/studyabroad

CGLE Use Only:		Date Approved/Denied: _____
Facility Requested: _____	IMT Requested: _____	CGLE Rep Initials: _____
Confirmation Received: _____	Confirmation Received: _____	
Confirmation Number: _____	Confirmation Number: _____	

¹ Note: Monday, Wednesday, and Friday are priority. Appropriate times are between 9 a.m.-2 p.m.

² Selected locations are usually on Cougar Walk or in the Felix Event Center. Need a campus map? Visit www.apu.edu/maps.