**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.**

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**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: _______________________________________________________________________

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

Signature: __________________________ Date: __________________________

Title: __________________________________________________________

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**CGLE Use Only:**

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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](http://www.apu.edu/maps).

Updated on 6/2/10