



## GROUP VISIT REQUEST FORM

The Traditional Undergraduate Admissions Office offers group visits **Monday-Thursday**, in the morning (**10:00 a.m.**) and the afternoon (**2:00 p.m.**) Visits typically last a total of 1.5 hours, which include a 30-minute admissions presentation and a 1-hour walking tour of campus. If you have questions or concerns, please contact Emma Menzer at [menzere2@queens.edu](mailto:menzere2@queens.edu) or (704) 337-2513. Once your completed form is received, we will review it and contact you directly if we are able to accommodate your request. We are only able to host one group per day, and all requests are honored on a first come-first serve basis.

**To get the most out of your group's visit to Queens, please arrive on time. Allow plenty of time to navigate your way to campus and to park. If your group is running late, we ask that you call our office line, so that we can adjust your visit's itinerary accordingly.**

While on campus, please be courteous and respectful of our tour guides, facilities, and landscape.

For your planning purposes, this is a sample group visit schedule:

9:45 a.m. Group Arrives on Campus  
10:00 a.m. Admissions Presentation  
10:30 a.m. Campus Tour  
11:30 a.m. Group Departs Campus

1:45 p.m. Group Arrives on Campus  
2:00 p.m. Admissions Presentation  
2:30 p.m. Campus Tour  
3:30 p.m. Group Departs Campus

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Group Name: \_\_\_\_\_

Date of Visit: \_\_\_\_\_

Time: 10:00 a.m. **or** 2:00 p.m. (Please circle one)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Visit Coordinator Name: \_\_\_\_\_

Visit Coordinator Email: \_\_\_\_\_ Visit Coordinator Phone: \_\_\_\_\_

Day of Visit Contact: \_\_\_\_\_

Day of Visit Email: \_\_\_\_\_ Day of Visit Phone: \_\_\_\_\_

Will you be bringing buses, shuttles, or cars? (Please circle one) How many? \_\_\_\_\_

Tell us more about your group: \_\_\_\_\_

Number of Students attending: \_\_\_\_\_

Grade(s): \_\_\_\_\_

Number of Chaperones: \_\_\_\_\_

Any Special Needs: \_\_\_\_\_

*Please fax or email your completed visit request form to us at:  
[visit@queens.edu](mailto:visit@queens.edu) or (704) 337-2403 (fax)*