GROUP VISIT GUIDELINES

Thank you for your interest in visiting the University of Delaware. Group visits are designed to meet the needs of groups of 15 to 60 guests. The admissions office welcomes your group, however due to the popularity of group visit requests we may not be able to accommodate all group requests. Please read the following list of conditions and expectations before you submit the Group Visit Request Form:

♦ The University of Delaware Admissions Office offers two types of group visits:

Type A - Campus Tour Only (sixty minutes total)
The walking tour of campus lasts approximately sixty minutes and is led by a current student. The walking tour of campus may include entry into a classroom building, the library and two student centers.

Type B – Admissions Presentation and Campus Tour (ninety minutes total)
1) When possible, a 30-minute admissions presentation conducted by an admissions officer or a student admissions officer. This presentation focuses on the University, the admissions process and requirements, and a brief question and answer period. Standard admissions literature is also distributed to students.

2) The walking campus tour immediately follows the presentation and lasts approximately sixty minutes and is led by a current student. The campus tour may include entry into a classroom building, the library and two student centers.

♦ Priority is given to groups who consist of four-year college-bound high school students (ages 14-18) who are considering the University of Delaware. Groups of middle-school aged students will be considered for a visit, but priority will be given to groups from the State of Delaware.

♦ All groups must be accompanied by at least one adult chaperone per fifteen visitors. All chaperones must remain with the group at all times, including the entire campus tour. Group chaperones, not the student tour guides, are responsible for the behavior of their students while they are guests on our campus. Tour guides have the authority to end a campus tour if student(s) behave inappropriately.

♦ Group visits are available weekdays only from 9:00 AM to 2:00 PM. When choosing your arrival time, we ask that you plan accordingly so that you may arrive on time. Arriving late may cause your group to miss all or part of the presentation and/or your campus tour.

♦ Group visits are contingent upon the availability of room space, admissions staff, and tour guides. In order to be considered for a visit, please complete and return the following Group Visit Request Form by the 20th of the month before your desired date.

♦ No group visit request is considered unless a completed Group Visit Request Form is received. No visit request is ever guaranteed in advance and is only officially confirmed upon receipt of a written confirmation letter from the admissions office. If you wish to cancel your visit, after receiving a confirmation, you must contact Meghan Rios mrios@udel.edu in writing a week prior to your scheduled visit.

♦ Because of other admissions staff commitments, semester break periods, holidays, and other admissions office events, there are certain time periods when group visits are not available e.g. UD
Spring Break (late March/early April), Columbus Day, Veterans Day, NJ State Teachers Convention in November, and Presidents Day.

♦ Although we may suggest a dining facility for your group, payment for meals is at your own expense which is about $10 per person.

♦ On the day of your visit, please provide a cell phone number of the accompanying group leader so that we may contact him/her if necessary.

♦ Please submit a profile of your school or organization with the completed Group Visit Request Form.

If your group fits within the above parameters and you agree to the conditions and expectations, please proceed and complete to the Group Visit Request Form on the next page.
Group Visit Request Form

I understand and agree to the conditions and expectations of the **Group Visit Guidelines** presented on the previous page. I understand that my request is not a guarantee and can only be confirmed upon receipt of **written verification** by a University of Delaware representative.

Contact Signature___________________ Date____________________

Group Contact Name: __________________________ Email: __________________________

(please print)

Telephone: ______________ Fax: ______________ Cell Phone: __________________________

Group Name/School: __________________________ Age range of group: __________________________

Mailing address: ________________________________________________________________

City: __________________________ State: _______ Zip Code: __________________________

Requested Date(s): First Choice: __________ Second Choice: __________

   Campus Arrival Time: __________ Campus Departure Time: __________

Size of Group: _______ # of Chaperones: _______ Mode of Transportation: __________________________

Type of Visit: A. Campus Tour Only_____ B. Admissions Presentation and Tour _____

Purpose of Visit: (what do you hope to gain) ________________________________________________

_________________________________________________________________________________

Brief Description of Group: ____________________________________________________________

_________________________________________________________________________________

Comments/Special Requests: __________________________________________________________

_________________________________________________________________________________

Please return form to:
University of Delaware
Admissions Office
Newark, DE 19716
Attn: Meghan Rios
Email: mrios@udel.edu
Fax# 831-6905

*Please remember to submit a profile of your school or organization in addition to this form.*

*Thank you for your interest in the University of Delaware.*