

Visitors Walkthrough



STRI VSO

VISIT STRI WEBSITE

http://



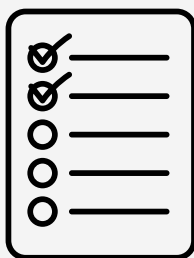
A visitor coming to STRI should go to the STRI website to Register their visit.



REGISTER A VISIT

To submit a visit for consideration, the visitor has to provide all necessary information related to their visit, including project name, facilities, and required STRI resources, which can be obtained from their PI.

PLAN YOUR TRIP



Once the visit is submitted, the visitor can plan details for their trip. Example: Information about Panama, Currency, Airports, Transportation, What to Bring, Immigration requirements, Health Insurance, etc.



REVIEW YOUR FEES

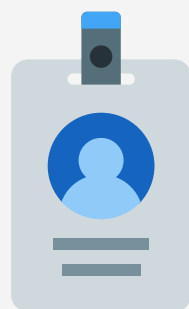
Once your visit is approved, be sure to review all fees you might incur during your next visit, according to the category assigned.

UPON ARRIVAL / CHECK IN



Once the visitor has arrived in Panama, they must stop by VSO at Tupper to indicate that they have arrived and proceed with check-in.

(Except for visitors going directly to Bocas del Toro)



ID ISSUANCE

Once in Tupper, visitors must go to the Security Office to obtain an ID, or reactivate their access.

Office Hours: M-F 8:00 am - 3:30 pm

(Except for visitors going directly to Bocas del Toro)

VISIT ACADEMIC PROGRAMS



If you are an intern or fellow, make sure to stop by Academic Programs Office to confirm your appointment details.



CONTACT YOUR SCIENTIFIC COORDINATOR

Contact the station's Scientific Coordinator or Site Administrator for work details, whether in the lab or field.

VISIT EXTENSION



If you require to extend your visit at STRI you should send an email 3 weeks in advance at the latest to VSO to coordinate further requirements.

CHECK OUT

Before departing, make sure you have returned keys to the lab, housing, vehicles, your STRI ID, etc. and that you have canceled your STRI account.

