Unclassified Foreign Visit/Assignment Request Information (Documentation Format)

Name of Visitor/Assignee
Enter **First, Middle, and Last Name** exactly as is written in your passport**.** A full middle name must be entered, if an individual does not have a middle name "NMI" must be entered instead.

Form Determination Information
Facility to be visited: "Jefferson Lab"
Is this an off-site meeting? "No"
Select the Security Area Type at the Facility: "Non-Security Area"
Country of Employer: Select the country your institution resides in. All Jefferson Lab Employees should highlight "United States".
Will sensitive subjects be discussed? "No", Jefferson Lab does not have any activities that pertain to the Sensitive Subjects List.
Is this an IAP-66 (DS-2019) assignment? If a J visa was used to enter the country highlight "Yes", if not highlight "No".
Does the host have a clearance? "No", Jefferson Lab personnel do not have security clearances.
Type of Request: If the period of stay is 30 days or less mark "Visit", everything else from 31 days to two years "Assignment" should be highlighted.

Biographical Information
Gender: "Male" or "Female"
Is Visitor currently in the U.S.? Security prefers that FV&A forms be completed while at the lab, unless "Country of birth", "Country of Citizenship" or "Country of Institution" is a State Sponsor of Terrorism.
Permanent Resident Alien: "Yes" if Lawful Permanent Resident and have a Permanent Resident Card (Green Card or INS Form I-551).
Green Card Exp. Date: Leave blank if not a PRA or if Green Card does not contain an expiration date.
Social Security #: Leave blank if you do not have one.
Country of Citizenship: If a dual citizen be sure that both countries are marked. To mark more than one, hold down the CTRL button while clicking the other selection.
Date of Birth: Must be entered (mm/dd/yyyy).
Country of Birth: Only one country can be highlighted.
City of Birth:
Aliases: Include professional or published names and any variations in a spelling of a name.

Employer Information
Institution or Company Name: Identify employer or school.
Street (1): Enter the street address if known.
Street (2): May be left blank.
City:
State: May be left blank if out of the United States

Zip Code:
Country of Employer: Enter the country identified in the "Form Determination Information" section.
Title or Position and Duties: The title the institution has recorded should be used.

Visa Information
Visa Number: This is the bold eight-digit number found under the expiration date on the right side of a visa, not the control number. If entered on the visa waiver can leave this field blank.
Visa Type: Identify the visa that was used to enter the United States (H-1B, VW, J-1, etc.). Canadian citizens may leave this field blank.
Expiration Date: Must be written mm/dd/yyyy. This is the expiration date found on the visa and not the I-94 card.
Passport Information
Passport Number: This must be written as it appears on the passport.
Country of Issue:
Expiration Date: Must be written mm/dd/yyyy.
Place of Work This portion should only be completed if different from Employer or stationed at JLab long term.
Company Name:
Street (1):
Street (2):
City:
State:
Zip Code:
Country:
Title or Position and Duties:
Interpreter Needed? "Yes" or "No"
Business Type conducted by Employer: If Jefferson Lab employee should enter "Basic Research", others may be "Research" or "Education".
Educational Background: Include information such as Degree, Institution, and date.
Field of Research: Examples are Physics, High Energy Physics, Physics Theory, etc.
Accompanying Family Information: Include name, citizenship, date of birth, and visa type for any members that are in the U.S.
Additional Biographical Information:
Current U.S. Address: Only enter a U.S. address if living in the U.S.
Permanent Address: Enter foreign address including country if living outside the U.S.
Remarks: Any remarks regarding visa or passport may be entered here but are not necessary.
Visit/Assignment Specific Information
The top portion will automatically be filled in from the Form Determination Information at the top of the form.

Sponsor Information
Sponsor's First, Middle, Last Name: If a "hall user" the sponsor must be a hall or Theory leader. If a JLab employee, the supervisor should be used.

Sponsor's Citizenship:
Phone: Enter sponsor's telephone number including area code.
Does Host have a clearance: Will automatically fill in.

Visit Information
Desired Start Date: Should be the day of arrival to the lab. Must be entered in mm/dd/yyyy.
Desired End Date: Must be longer than 30 days for an assignment. Must be two years or less. Date must correspond to visa or I-94 expiration date, or passport expiration date if will expire during assignment. Must be entered in mm/dd/yyyy.
Subjects: Common JLab subjects are Accelerator Physics, Physics, Medium Energy, ad Physics, Theory.
International Agreement Code: N/A for most visits/assignments.
HDE Code: SC-25 Physics; SC-22 Accelerator, SRF, CASA, FEL; SC-26 Theory
Justification of Visit/Assignment: If JLab employee, include job title, if a user or contractor include a detailed description of work to completed at Jefferson Lab. If an ARC tenant justification should be "Use of Facilities".
Purpose of Visit: Employment, User, or Commercial/Contractor Services

Once the form is complete, print it, and bring it to JLab Registration/International Services (VARC, Building 28) along with your passport and any supporting visa paperwork (I-94 card, I-20, etc.).