International Visitors

Foreign national visitors come to Jefferson Lab temporarily to engage in meetings, brief research activities to benefit their home institutions, collaborations, signing agreements, attending conferences, workshops, or other scientific events and/or activities, by entering the U.S. as a "business visitor."

Jefferson Lab Procedure for a Foreign National Onsite Visit:

If coming to Jefferson Lab for a meeting, research or similar activities, contact your Jefferson Lab staff sponsor/host to begin the process. Your sponsor/host will begin an internal process that results in the issuance of an invitation letter to you from Jefferson Lab and ask that you complete an onsite access registration at https://misportal.jlab.org/jlabAccess/.

If coming for a workshop, conference, or other Jefferson Lab activity, the event organizers will issue an invitation letter to you and provide further access information for that particular event. In either case, the invitation letter confirms the purpose and duration of the event or activities connected with your visit.

Please direct all further questions regarding International Visits to Sue Ewing at ewing@jlab.org or (757) 269-7687 or Tara Tyndall at wilkerso@jlab.org or (757) 269-6119 in our International Services Office.

Before Arrival

1. An invitation letter is required at the port of entry for all non-U.S. citizens entering the U.S. requesting a business visa (B-1, WB) to participate in research, workshop, conferences and meetings at JLab

    I. These activities are prohibited with Tourist Visa (B-2, WT)

2. Please review Obtaining a U.S. visa for information regarding the visa application procedures

3. All persons requesting access are required to submit an online registration form in the Access Portal

4. An IRS tax form must be submitted if any type of funding is received from Jefferson Lab (travel, lodging, per diem, stipend, etc.)

    I. All unique tax forms are populated in the Access Portal and submitted electronically during the registration process

5. Complete required training courses

    I. The minimum required training, after registration, for access to CEBAF Center, Support Service Center, and the ARC building is;

        i. Environmental, Safety and Health Orientation (SAF100)

        ii. Security Awareness for Users (GEN034U)

    II. In order to receive credit for your training, please make sure to enter your name exactly how it was typed on your registration form when completing the certification page at the end of the course

    III. For access to all other areas, please see your JLab Host for specific required training

6. Make sure to bring the appropriate identification documents

<u>Upon Arrival</u>

1. Check-in at <mark>Support Service Center</mark> front desk (building 28) upon arrival to the Lab
    I. Visa and immigration information must be submitted to the International Services Office for each visit and assignment to the Lab to establish on-site approval status. Please see identification documents
2. Badges are issued to approved Users, Students/Teachers, Contractors and employees who have completed the registration and training process
    I. Badging office is located in the Support Service Center (building 28)
    II. Office hours:
        i. Monday thru Thursday 9:00am – 11:00am & 2:00pm – 4:00pm
        ii. Friday 9:00am – 11:00am & 2:00pm – 3:00pm
3. Check-in at User liaison office
    I. <mark>Cebaf Center</mark> (building 12) Room L111

<u>Additional Resources</u>

1. <mark>Obtaining a Driver's License</mark>
    a. Please be sure to review <mark>state</mark> and city vehicle registration requirements
2. <mark>Obtaining a Social Security Card</mark>
    a. Foreign nationals must be in the U.S. at least ten (10) days before applying for a Social Security number
3. <mark>U.S.</mark> & <mark>Virginia</mark> tax information

4. <mark>Visitor Insurance</mark>

Upon completion and departure of a current visit or assignment, on-site access approval status is closed out and badges are disabled until the next on-site visit or assignment