

Foreign National Information Sheet for EMSL Users

IMPORTANT: Please send copies of the appropriate immigration documents back with this form (see pages 3-4 for details). Although the EMSL User Support Office requires copies of these documents in advance, **you must still bring them with you to obtain a U.S. DOE badge upon initial check-in and each visit thereafter.**

PERSONAL & CONTACT INFORMATION Please complete all sections below.		
<i>Enter your name <u>exactly</u> as it appears on your passport or permanent resident card. Names that do not match may result in delayed access.</i>		
1. Given Name/First Name	2. Middle Name	3. Surname/Last Name
4. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	5. Date of Birth (mm/dd/yyyy)	6. Primary Citizenship
7. Dual Citizenship: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what country?	8. City of Birth/Registered Domicile (Exactly as it appears on your passport)	9. Country of Birth
10. Passport Number	11. Passport Expiration (mm/dd/yyyy)	12. Passport Country of Issue
13. Is this your first visit to PNNL? <input type="checkbox"/> Yes <input type="checkbox"/> No	14. Are you currently in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No	15. I-94 Number (if in the U.S.)
16. Are you currently a Lawful Permanent Resident (LPR) of the U.S.? <input type="checkbox"/> Yes (go to #17; skip #18) <input type="checkbox"/> No (go to #18; skip #17)	17. Permanent Resident Information: INS A# or USCIS#: _____ LPR Card Expiration Date (mm/dd/yyyy): _____	
18. What U.S. visa type do you have or will you have/require upon arrival to the U.S.?		
<input type="checkbox"/> A2	Expiration Date (mm/dd/yyyy): _____	
<input type="checkbox"/> B1*	Expiration Date (mm/dd/yyyy): _____	
<input type="checkbox"/> F1	Expiration Date showing on I-20, pg. 1 (mm/dd/yyyy): _____	
<input type="checkbox"/> F1 w/ CPT	Expiration Date showing on I-20, pg. 2 (mm/dd/yyyy): _____	
<input type="checkbox"/> F1 w/ OPT	Expiration Date showing on I-20, pg. 2 (mm/dd/yyyy): _____	
<input type="checkbox"/> H-1B	Expiration Date showing on I-797 (mm/dd/yyyy): _____	
<input type="checkbox"/> J1	Expiration Date showing on DS-2019 (mm/dd/yyyy): _____	
<input type="checkbox"/> L1	Expiration Date showing on I-797 (mm/dd/yyyy): _____	
<input type="checkbox"/> TN	Expiration Date showing on I-797 (mm/dd/yyyy): _____	
<input type="checkbox"/> WB*	Expiration Date (mm/dd/yyyy): _____	
<input type="checkbox"/> Employment Authorization Document (EAD)		
Based on: F1 w/ OPT, Advance Parole (pending green card), J2, other (specify): _____		
EAD Number (USCIS#): _____		
EAD Expiration Date (mm/dd/yyyy): _____		
<input type="checkbox"/> Other visa type – specify: _____		
Expiration Date (mm/dd/yyyy): _____		

***If you are traveling from outside the U.S., it is EXTREMELY IMPORTANT to confirm that the U.S. Customs and Border Patrol (CBP) officer indicates the purpose as business (“B-1” or “WB”) before leaving the Customs area. See picture below for examples of passport stamps.**

A PNNL badge CANNOT be issued to users with a “B-2” or “WT” stamp.

If the CBP officer indicates the purpose as tourism (“B-2” or “WT”), point out the error and reiterate that you are visiting for a business activity (e.g., to participate in an experiment, receive training on specific techniques or instruments, etc.) and politely ask the CBP officer to correct the record while you remain in the Customs area. Visitors holding tourist status will have to travel back to a Deferred Inspection Site at the port of entry (e.g., Seattle) to get their Admission status corrected. It is much easier to confirm that the correct Admission status is issued while still in the Customs area; ask to speak with a CBP supervisor if needed.



19. Institution or Company Name

20. Institution or Company Address

No PO boxes if requesting EMSL computational resources

21. Work Phone

22. Work Fax

23. Work Email

24. Title or Position

If working toward a Master's or Ph.D. thesis, please specify which and provide your expected date of completion.

25. Funding Source(s)

Who is funding your time on your EMSL project? Ex: your institution, DOE-BER, NIH, NSF, etc.

FOR ONSITE VISITS | *If you'll be visiting EMSL, please complete all sections below.*

Cell phone (for traveling/onsite days):

Arrival Date:

Departure Date:

We'll use the educational and personal information below to create a short bio for you that will be shown on our interactive display. The bio is intended to help our staff and other users get to know you while you're here.

Educational Information

(ex: which university do/did you attend, degree being pursued/received, previous degrees received and where, etc.)

Personal Information

(ex: interests, hobbies, etc.)

EMERGENCY CONTACT(S) | *If anything should happen during your visit, please provide the name and phone number of the family member(s) we should contact and their relationship to you.*

Primary Contact

Local Contact (if applicable – ex: roommate, colleague traveling with you, etc.)

Other Contact(s)

IDENTIFICATION REQUIREMENTS

All foreign nationals must bring and present sufficient documentation of current immigration status before a U.S. DOE badge will be issued each time. All offsite/remote interactions and onsite interactions in a **General Access Area (GAA)** with Pacific Northwest Division (PNWD) staff involving DOE projects, equipment, technologies, or information that is not releasable to the public must be processed according to FNVA processing requirements and also provide sufficient immigration documentation prior to exchange of information or access.

Please note that although your host may request immigration documents in advance, **you must still bring these documents to obtain a U.S. DOE badge upon initial check-in and each visit thereafter.**

Non-U.S. Citizens

Non-U.S. citizens must bring their valid original passport, I-94 or admission stamp in passport, and applicable visa status granted through U.S. Citizenship and Immigration Services (USCIS) or Department of State (e.g., Form I-20 for F1 students, Form DS-2019 for J-1 exchange students, I-797 H-1B approval) to the Pacific Northwest National Laboratory (PNNL) upon their initial check-in and each time their visa status changes thereafter. Individuals with employment authorization cards (EAD) must also bring their card with them upon their initial check-in at PNNL. Intermittent visitors must bring their valid immigration documents each time they visit PNNL.

Lawful Permanent Residents of the United States

Lawful permanent residents (LPRs) of the United States must bring their permanent resident card (PRC)/green card (or I-551 stamp and must be valid for the duration of the visit or assignment) and a Government-issued identification document which includes a photograph, such as a passport with them upon their initial check-in at PNNL. A driver's license is not acceptable for proof of being "In-Status" with U.S. Citizenship and Immigration Services (USCIS) immigration policies.

J1 Visa Participants (Exchange Visitor Program)

J1 visa participants who are temporary visitors (non-staff) to the Laboratory send a copy of CV/Resume along with this completed questionnaire to your PNNL Host.

Visa Waiver Program (VWP) Participants

Visa Waiver Program participants must present original and valid machine-readable passport containing either a valid I-94 card or a valid I-94 admission/entry stamped in the passport.

Canadian and Mexican Citizens

Canadian citizens must present a valid passport, passport card, enhanced driver's license, or Trusted Traveler Program card (Nexus or FAST).

Mexican citizens must present a passport and valid visa stamp, Border Crossing Card, or Trusted Traveler Program card (SENTRI).

I-94 Arrival/Departure Record

Nonimmigrant visa holders entering the United States will no longer be issued the white I-94 cards upon entering the United States. Instead, as proof of lawful presence, people in temporary visa status can access their I-94 online and print the document from <https://i94.cbp.dhs.gov/I94>, as needed.

IMMIGRATION DOCUMENTATION

COMMON VISA STATUS TYPES	DOCUMENTS REQUIRED
B-1 – Temporary Visitor for Business	*I-94 Record or U.S. Department of Homeland Security (DHS) admission stamp (stamp in passport), and Passport
E-3 – Australian Professional Specialty	Form I-797A, *I-94 Record or U.S. Department of Homeland Security (DHS) admission stamp (in passport), and Passport
F-1 – Student Visa	Form I-20, *I-94 Record or U.S. Department of Homeland Security (DHS) admission stamp (in passport), and Passport <ul style="list-style-type: none"> • CPT expiration, see Page 2 of Form I-20 • OPT expiration, see EAD Card (or Page 2 of Form I-20 only if EAD card not granted yet)
H-1B – Temporary Employee Visa	Form I-797A, *I-94 Record or U.S. Department of Homeland Security (DHS) admission stamp (in passport), and Passport
J-1 – Exchange Visitor Visa	Form DS-2019, *I-94 Record or U.S. Department of Homeland Security (DHS) admission stamp (in passport), and Passport
TN – Canada/Mexico Professionals	<p><u>Canadian citizens</u> - *I-94 Record or U.S. Department of Homeland Security (DHS) admission stamp (in passport), and Passport</p> <p><u>Mexican Citizens</u> - *I-94 Departure Record and U.S. Department of Homeland Security (DHS) stamp (in passport), and Passport</p> <p>Note: A person may or may not also have an I-797A. It just depends if they received their visa status at the border or not.</p>
VWB – Visa Waiver-Business	<p>U.S. Department of Homeland Security (DHS) admission stamp (in passport) and Passport</p> <p><i>Note: All WBs are limited to a maximum of 90 days from authorized arrival date, but not greater than what actual date displays</i></p>
EAD – Employment Authorization Document	Employment Authorization Document (EAD) Card and Passport

OTHER TYPES OF VISA STATUS	DOCUMENTS REQUIRED
Advance Parole (pending Green Card)	Employment Authorization Document (EAD) Card and Passport
Deferred Action of Childhood Arrivals (DACA)	Employment Authorization Document (EAD) Card and Passport
LPR – Lawful Permanent Resident (Also known as “green card”)	Permanent Resident Card
Refugee or Asylee	I-94 showing “asylum status granted” with Asylum Approval letter or EAD Card and Passport
A-2 – Diplomatic Visa	*I-94 Record or U.S. Department of Homeland Security (DHS) admission stamp (in passport), and Passport
E-2 – Treaty Trader/Investor Visa	*I-94 Record or U.S. Department of Homeland Security (DHS) admission stamp (in passport), and Passport
L-1 – Intracompany transferee	Form I-797A, *I-94 Record or U.S. Department of Homeland Security (DHS) admission stamp (in passport), and Passport
O-1 – Extraordinary Ability	Form, I-797A, *I-94 Record or U.S. Department of Homeland Security (DHS) admission stamp (in passport), Form I-797A, and Passport