SLAC NATIONAL ACCELERATOR LABORATORY

How to Submit a SLAC Site Access Portal Form

Before you begin filling out the registration form, please note that you will be asked to enter some personal information. Please have your identity and immigration documents available for quick reference.

You will be required to enter the following information:

- Legal First Name and Legal Last Name as listed on your birth certificate, passport, or US permanent resident card
- SLAC Point of Contact (POC)
- Your Primary Email Address
- Your Primary Phone Number
- Your Date of Birth
- Country of Birth
- Country(ies) of Citizenship
- Emergency Contact Name
- Emergency Contact Phone Number

All foreign nationals are required to upload the following:

- Passport biographic information page (not required for lawful permanent residents, a/k/a "green card" holders)
- Supporting documents depending on your current US immigration status. A list is available for reference. Please contact vue@slac.stanford.edu for further guidance if your immigration status is not listed.
- Curriculum vitae (CV) must conform to the following guidelines:
  - All education and work history back to the start of college;
  - Beginning and end dates of education and experience must include month and year (mm/yyyy format)
  - Include all science and technology specialties
  - Names of all academic institutions attended must be current/accurate
  - Any gaps in education and/or employment of more than 12 months must be noted and explained
  - Do **not** include social security numbers, government ID numbers, passport numbers, or any other similar data

Note: The URL can be accessed outside of SLAC. For any access issues, send an email to hrsystems@slac.stanford.edu

1. Visit the SLAC Site Access Portal site
2. Review the definition.

> **Assignee/Work:** The individual will be performing work at, or for, SLAC. This includes any of the following:
>
> 1. Persons being compensated through the prime or sub-contract,
>
> 2, Participation in reviews, meetings, workshops, and conferences involving access to non-public technical details about work performed under the DOE mission,
>
> 3. Performing experiments including but not limited to using DOE User Facilities or SLAC Labs, or
>
> 4. All individuals requiring access to DOE-owned/operated networks or information technology systems including remote access.

3. Review the two categories and launch the appropriate form.

Select this option if you are...	Select this option if you are...
- working at SLAC through a Temp Agency, Consulting company or am an Independent Contractor	- an affiliate
- a Department of Energy Employee	- an Intern participating in STEM Core or STAR
- an Intern participating in CCI, SULI, MEISPP or SCGSR	- an Unpaid Intern
- a Stanford University Employee, Post-doc or Student	
- a Sub Contractor or Construction Worker	
Launch Form	**Launch Form**

Complete the required fields marked with an *.
Note: There is no way to save a form in progress.

1) Enter your **Legal First Name**, Preferred First(Optional), **Legal Last Name**.
2) Enter any other names you have used in the past, if none enter **N/A**.
3) Enter the **SLAC Point of Contact (POC).** Enter the first name and then the last name.
   a) If you are unable to find your POC, they can also be found doing a search. Click on the magnifying glass icon.

   i) Enter the POC's last name and/or first name in the appropriate textboxes.
   ii) Click the **Look Up button.**
   iii) Select your Point of Contact.

Name | begins with ▾ | [   ]
Last Name | begins with ▾ | [   ]
First Name | begins with ▾ | [   ]

Look Up | Clear | Cancel | Basic Lookup

Search Results

Only the first 300 results can be displayed.

View 100

Name	Last Name	First Name

4) Enter your **Email Address** in the textbox.
5) Enter your **Primary Phone Number** in the textbox.
6) Have you previously been at SLAC as an employee/contractor?
    a) Select **Yes,** if you have previously worked and have been issued an ID in the past.
        i) Enter the employee id if known. If not, leave blank.
    b) If you have not received an ID before, then select **No.**
7) Enter **Date of Birth** (mm/dd/yyyy).
8) Select **Birth Country** and **Gender** (optional) from the dropdown lists.
9) Please provide the details of your reason for coming to SLAC.

Please provide the details of your visit. Include your company name (if relevant) and the name of the project you will be working on: [   ]

10) If you are a US Citizen, select **Yes** and continue to step 16.

Foreign Nationals

11) If your country of citizenship is non-USA select **No** and
    a) Select **Country of Citizenship** and **Second Citizenship**, if applicable. If you are a dual citizen, list both.
    b) Select your **Highest Level of Education** and enter the **Year** (yyyy) the degree was received or is to be received.
    c) Enter the **research field** (optional)

12) If you are a Green Card holder, check the box and enter the green card **Number**, **Issue Date**, and **Expiration Date** and continue to step 15. If you are not a Green Card holder enter your **Passport Number**, and **Expiration Date** (mm/dd/yyyy) and continue to step 12.
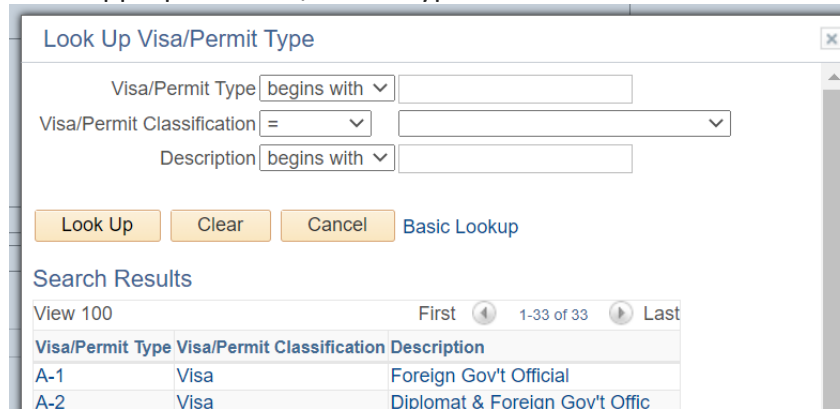
☑ **Green Card Holder**   *Number [   ]   *Issue Date [   ] 📅   *Expiration Date [   ] 📅

13) Are you currently traveling on any type of visa?

a) Select **Yes** or **No**.
b) If you select **Yes**, enter your **US immigration status (Visa/Permit Type)** and enter the **Expiration Date** of the relevant governing document (e.g., DS-2019 expiration for J-1 holders; I-94 expiration for B-1 business visitors, etc.).
   i) To search, click on the magnifying glass icon

   ii) Select the appropriate Visa/Permit type.

14) Already in the US?
   a) Select **Yes** or **No**
15) If you are a Foreign National or Green Card, you will have to attach copies of your documents at the bottom of the page. A list is available for reference. Please contact vue@slac.stanford.edu for further guidance if your immigration status is not listed.
   a) Click the add attachment button and attach a copy of your document. Repeat as needed.

16) Are you a foreign or domestic government official or representative?
   a) Select **Yes** or **No**
17) Click **Continue.**
18) Do you have or have you previously had any affiliation (employed by, representative of, student, etc.) with an institution or company in any of the following countries?
   a) If you select **No**, check the box certifying that you have no affiliation.
   b) If you select **Yes**, mark **ALL** that apply.
   c) For each affiliation that is selected, enter any information that you think would be relevant to your affiliation in the comments box (required).
      i) Enter **From** and **To** dates (optional)
      ii) Select the **Affiliation Type** (optional).

iii) Enter the **Address**, **City**, **State**, and **Postal Code** (optional).

19) Select **Yes** or **No** to the question regarding DOE Order 486.1A.
   a) If you select **Yes**, identify the foreign government talent recruitment program by name, the country sponsoring the program, the name of the affiliated foreign institution, and provide a detailed explanation in the textbox.
20) Check the checkbox to affirm that you have completed the form yourself and that the information provided is complete and accurate.
21) Click **Submit**.
22) Close the browser to window to **Exit**.