



How to Submit a UFVA Form: Conference

Before you begin filling out the conference registration form, please note that you will be asked to enter some personal information. Please have your travel documents available as you may need to enter your passport info.

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
- Country 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

1. [Launch the Conference UFVA Form.](#)

Note: Click the link twice in case you are not able to access the form. For any system/access issues please email hrrsystems@slac.stanford.edu

2. Select the **Conference** you will be attending.



*Event/Conference Attending

3. Complete the required fields marked with an *.

SLAC Site Access Form

*Legal First Name	<input type="text"/>	Preferred First	<input type="text"/>	*Legal Last Name	<input type="text"/>
Other names used in the past 7 years. If None enter N/A					
<input type="text"/>					
SLAC Point of Contact	Ivette Vargas				
Event/Conference Attending	UAT July Conference 3				
*Your Contact Email	<input type="text"/>				
*Contact Phone Number	<input type="text"/>				
*Emergency Contact Name	<input type="text"/>				
*Emergency Contact Phone Number	<input type="text"/>				
*Birth Country	<input type="text" value="United States"/>				
Are you a US Citizen?					
<input type="radio"/> Yes					
<input type="radio"/> No					

- Enter your **Legal First Name, Preferred Name, Legal Last Name.**
- Enter any other names you have used in the past 7 years, if none enter **N/A.**
- Enter **Your Contact Email** address in the textbox.
- Enter a **Contact Phone Number** in the textbox.
- Enter an **Emergency Contact Name** address in the textbox.
- Enter an **Emergency Contact Phone Number** in the textbox.
- Select **Birth Country** from the dropdown list.
- Select **Yes** if you are a US Citizen. If country of citizenship is non-USA select **No** and
 - Select **country of citizenship**
 - Select **Second Citizenship**, if applicable.

- Select your **highest level of education** and enter the **Year (yyyy)** the degree was received.
- Enter the **research field** (optional), **Passport Number**, and **Expiration Date (mm/dd/yyyy)**.
- Enter the **Visa/Permit Type**.
 - To search, click on the magnifying glass icon
 - Select the appropriate Visa/Permit type and enter the **Expiration Date**.
- i. Select the checkbox for **Already in the US**, if applicable.
- j. Are you over the age of 18 years old?
 - Select **Yes** or **No**.
- k. Are you a foreign or domestic government official or representative?
 - Select **Yes** or **No**
- l. If your citizenship is non-USA, you may have to attach up to five attachments depending on your visa type.
 - Click the add attachment button and attach a copy of your documents. Repeat as needed.
- m. Click **Continue**.
- n. 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?
 - If you select **No**, check the box certifying that you have no affiliation.
 - If you select **Yes**, please mark **ALL** that apply.
 - For each affiliation that is selected, enter any information that you think would be relevant to your affiliation in the comments box.
 - Select the **Affiliation Type** and enter the **Address, City, State, and Postal Code**.
- o. Check the checkbox to affirm that you have completed the form yourself and that the information provided is complete and accurate.
- p. Click **Submit**.
- q. You will receive an email letting you know that your form has been received. Once it is approved, another email with information about the conference will be sent.
- r. Close the browser window to **Exit**.