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 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:
  o All education and work history back to the start of college;
  o Beginning and end dates of education and experience must include month and year (mm/yyyy format)
  o Include all science and technology specialties
  o Names of all academic institutions attended must be current/accurate
  o Any gaps in education and/or employment of more than 12 months must be noted and explained
  o 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 hrrsystems@slac.stanford.edu

1. Visit the SLAC Site Access Portal site and click on “All Other Visits”
2. Review the definition. If you are performing work, select “No” from the dropdown list.

3. Select I am a Visitor filling out this form.
4. Select the purpose of your visit.
5. Launch the 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), and Legal Last Name.
2) Enter any other names you have used in the past, if none enter N/A.
a) Enter the **SLAC Point of Contact (POC)**. Enter the first name and then the last name. 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.  

3) **Select the Purpose of Visit.**  
4) **Enter your Company Name.**  
5) **Enter Your Primary Email address** in the textbox.  
6) **Enter Your Primary Phone Number** in the textbox.  
7) **Select Birth Country.**  
8) **Provide details of your visit to SLAC.**  
9) **Will you be collaborating at SLAC?** Select **Yes** or **No** to  
10) **Are you a US Citizen?** If you select **Yes** continue to step 18. 

**Foreign National**  
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. If you will not be collaborating, continue to step 18. If you are collaborating continue to step 11.  
12) **Select your Highest Level of Education** and enter the **Year** (yyyy) the degree was received or is to be received.  
13) Enter the **research field** (optional)
14) 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.

15) 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.

16) Already in the US?
   a) Select **Yes** or **No**

17) 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](mailto:vue@slac.stanford.edu) is available for reference. Please contact [vue@slac.stanford.edu](mailto: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.

18) Are you over the age of 18 yrs old? Select **Yes** or **No**.

19) Are you a foreign or domestic government official or representative? Select **Yes** or **No**

20) Enter the **Arrival Date** and **Departure Date**, **Arrival Time** and **Departure Time**, and select the **Building Location**.
21) Click **Continue**.

22) 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), select the **Affiliation Type** (optional), and enter the **Address, City, State**, and **Postal Code** (optional).

23) Check the checkbox to affirm that you have completed the form yourself and that the information provided is complete and accurate.

24) Click **Submit**.

25) Close the browser to window to **Exit**.