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
- SLAC Point of Contact (POC)
- Your Contact Email Address
- Your Contact Phone Number
- Your Date of Birth
- Birth Country and Citizenship
- Arrival and Departure Date
- Building Location
- Emergency Contact Name
- Emergency Phone Number

All foreign nationals are required to upload the following:
- Passport bio page
- Types of visa and document if you are currently traveling on
- 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 HR

2. Select the Conference you will be attending.

3. Complete the required fields marked with an *.

a. Enter your Legal First Name, Preferred Name, Legal Last Name.
b. Enter any other names you have used in the past 7 years, if none enter N/A.
c. Enter Your Contact Email address in the textbox.
d. Enter a Contact Phone Number in the textbox.
e. Enter an Emergency Contact Name address in the textbox.
f. Enter an Emergency Contact Phone Number in the textbox.
g. Select Birth Country from the dropdown list.
h. Select Yes if you are a US Citizen. If country of citizenship is non-USA select No and
   o Select country of citizenship
   o Select Second Citizenship, if applicable.
o Select your highest level of education and enter the Year (yyyy) the degree was received.

o Enter the research field (optional), Passport Number, and Expiration Date (mm/dd/yyyy).

o 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?
  o Select Yes or No.

k. Are you a foreign or domestic government official or representative?
  o 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.
  o 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?
  o If you select No, check the box certifying that you have no affiliation.
  o If you select Yes, please mark ALL that apply.
  o For each affiliation that is selected, enter any information that you think would be relevant to your affiliation in the comments box.
  o 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.