

Instructions for Completing the Argonne Site Access Request Form:

1. Please type or print clearly. This form is available as a Word Document, or PDF, but IT **MAY NOT BE EMAILED! FAX ONLY**. Fax cover sheet is attached at end of document.
2. Please use the same name on your passport, INS information, resume (if requested) and any documentation you submit.
3. Please do not leave any answers blank. If you do not have information for the field, please enter N/A.
4. If you do not have a “middle” or second name, please enter NMI (no middle initial)
5. Please input your complete educational data. This includes:
 - a. School attended
 - b. location
 - c. dates attended
 - d. degree earned
 - e. date degree earned
6. Fax Cover Sheet is provided at the end of this document.

7. DO NOT EMAIL THIS DOCUMENT! Because of personal privacy laws, we may not send or receive personal information via email. If you send this via email, we are required to delete it, and will request that the information be faxed!

Argonne Site Access Request Form

All visitors to Argonne must be preapproved. This form will be used to process your Argonne site access approval.

- 1) First (given) name: _____
- 2) Middle name: _____
- 3) Last (family) name: _____
- 4) Gender (Male/Female): _____
- 5) Name of Current Employer or Affiliation: _____
- 6) Country of Citizenship: _____
- 7) Argonne Host: _____

If you are not a U.S. Citizen, the following information must be provided. Foreign nationals have additional requirements for approval. A valid passport and visa (or supplemental documentation) must be listed below, with a copy faxed to your administrative contact.

Foreign National Personal Data:

- 8) If you spell your name different than it appears on your passport, or if it appears different on your visa, please list that alias here (First, Middle, Last): _____
- 9) City of Birth: _____
- 10) Country of Birth: _____
- 11) Date of Birth (Month/day/year): _____
- 12) Country of Citizenship: _____
- 13) Dual Citizenship (are you a citizen of more than one country; if so, list all): _____
- 14) Education background (include university/college degrees, and dates conferred)
 - a. Bachelor's degree:
 - i. Name of university/college: _____
 - ii. City and Country of Institution: _____
 - iii. Year graduated: _____
 - iv. Field of study: _____
 - b. Master's degree:
 - i. Name of university/college: _____
 - ii. City and Country of Institution: _____
 - iii. Year graduated: _____
 - iv. Field of study: _____
 - c. Ph.D.
 - i. Name of university/college: _____
 - ii. City and Country of Institution: _____
 - iii. Year graduated: _____
 - iv. Field of study: _____
- 15) Current Field of research: _____

- 16) Current Employer Information (if currently unemployed, list last employer or institution):
- a. Name of Employer: _____
 - b. Street address of Employer: _____
 - c. City of Employer: _____
 - d. State/Province of Employer: _____
 - e. Zip Code of Employer: _____
 - f. Country of Employer: _____
 - g. Division/Section: _____
 - h. Type of business or organization of employer (e.g., government, company, laboratory, university): _____
 - i. Title of Your Current Position with Employer: _____
- 17) Contact Numbers:
- a. Your phone number: _____
 - b. Your fax number: _____
 - c. Your e-mail address: _____
- 18) Do you possess a Permanent Resident Card (I-551), (also known as Green Card, Lawful Permanent Resident [LPR]), if so, list the following:
- a. I-551 Card number: _____
 - b. I-551 expiration date: _____
- 19) Passport Information:
- a. Passport number: _____
 - b. Country that issued the passport: _____
 - c. Passport expiration date: _____
- 20) INS Documents: List and supply information for the following documents that you currently possess:
- a. B-1 Visa (Business Visa): If you possess a B-1 visa, please supply visa number and expiration date:
Visa Number: _____
Expiration Date: _____
 - b. B-2 Visa (Tourist Visa): If you possess a B-2 visa, please supply visa number and expiration date:
Visa Number: _____
Expiration Date: _____
 - c. B-1/B-2 (Visa for Business and/or Pleasure): If you possess a B-1/B-2 visa, please supply visa number and expiration date:
Visa Number: _____
Expiration Date: _____

- d. Employment Authorization Document (EAD): If you possess an EAD, please supply the EAD number and the expiration date:
EAD Number: _____
Expiration Date: _____
- e. F-1 Visa: If you possess an F-1 visa, supply F-1 visa number and expiration date, along with a copy of the I-20 (Certificate of Eligibility for Nonimmigrant Student Status for Academic and Language Students). If you do not have a copy of the I-20, one can be obtained from the institution that issued the certificate:
Visa Number: _____
Expiration Date: _____
- f. H-1B Work Visa (Professional Worker in a Specific Field): If you possess a H-1B visa, please supply the visa number and the expiration date:
Visa Number: _____
Expiration Date: _____
- g. H-2B (Work Visa Skilled or Unskilled): If you possess an H-2B visa, please supply the visa number and expiration date:
Visa Number: _____
Expiration Date: _____
- h. J-1 Visa: If you possess a J-1 visa, supply J-1 visa number and expiration date, along with a copy of your DS-2019 (Certificate of Eligibility for J-1 Status). If you do not have a copy of your DS-2019, one can be obtained from the institution that issued the certificate:
Visa Number: _____
Expiration Date: _____
- i. TN Work Visa (Canadian and Mexican citizens only): If you possess a TN visa, please supply the visa number and the expiration date:
Visa Number: _____
Expiration Date: _____
- j. I-797 (Adjustment of Status) If you have applied for a change in status, supply a copy of your I-797
- k. I-485 (Application to Adjust to Lawful Permanent Resident): If you have applied for a Permanent Resident Card and have not yet received the official card, please supply a copy of the I-485, or a copy of your passport with the stamp "Processed for I-551"
- l. I-512 (Authorization for Parole): Supply copy of I-512

m. I-94 & I-94 W (Arrival/Departure Record): If you are currently in the U.S., you should have in your possession an I-94 or I-94 W. Please list the document number and the expiration date:

Document Number: _____

Expiration Date: _____

n. If you have not yet applied for a visa, due to the fact that you are awaiting an invitation letter from Argonne, please list your point of contact to verify that an invitation letter will be submitted once the proper paperwork is filed.

Name: _____

Phone: _____

Purpose: _____

REQUIRED DOCUMENTATION FOR FOREIGN NATIONAL SITE ACCESS:

Upon your arrival to Argonne, you must present your original passport, original visa and/or I-94 or I-94W (Departure Record). If the expiration date on the I-94 or I-94W reads D/S (Duration of Status), you must present the supporting immigration documentation (i.e., I-20, DS-2019). Failure to do so may delay your access to the site.

**TO: Evelyn Mathis
Argonne National Laboratory**

**Argonne Site Access Request Form
for Facility Decommissioning Training
Course**

Name:	
Representing:	
Number of Pages (Including Cover Sheet):	
Date Sent:	
Phone #:	
Fax #:	
Email:	

**Please Fax to: 630-252-7577
We will confirm receipt via email.**