**UCAR NON-FINANCIAL SUPPORT VISITOR (V3) FORM INSTRUCTIONS**

**DEFINITION:** Non-financial support visitors (V3) receive no financial support from UCAR. These visitors are not UCAR employees.

**NOTES:**
- For easier identification, please highlight any change/revision information on form before sending to HR.
- Individuals participating in conferences, workshops, colloquia, seminars, tutorials, etc., are not considered “Visitors” under the V3 definition listed above, and will be handled through UCAR Travel Procedures (related to Policy 5-7).
- Do not include visa fees on this form.

**PURPOSE:** These instructions will assist you in completing the UCAR Non-Financial Support Visitor Form. This form must be completed for all new appointees, and revisions or extensions of current appointees. The majority of the form can be filled in using Excel and signatures may be required.

**SECTION I: APPOINTEE DATA**

<table>
<thead>
<tr>
<th>Name (Last name, First name):</th>
<th>Enter full name of the appointee. Please type or print legibly.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gender:</td>
<td>Indicate appointee’s gender.</td>
</tr>
<tr>
<td>Dates of Appointment:</td>
<td>Enter effective dates of:</td>
</tr>
<tr>
<td>Visit Dates:</td>
<td>Original begin and end dates of visits</td>
</tr>
<tr>
<td>Amend Visit Date(s):</td>
<td>Amend original visit date(s).</td>
</tr>
<tr>
<td>Revision Dates for other change types:</td>
<td>Effective dates of changes other than the original effective dates. For example, effective date of a Host Division or UCAR Location change.</td>
</tr>
<tr>
<td>Access Card Required?</td>
<td>Is an access card required for this appointee? If so, check “Yes” and complete the Card Access Form (<a href="http://www.fin.ucar.edu/forms/HR/access_form/access_form.shtml">http://www.fin.ucar.edu/forms/HR/access_form/access_form.shtml</a>)</td>
</tr>
<tr>
<td>Is this a Student Visitor?:</td>
<td>Please indicate whether this visitor falls within the Student Visitor category.</td>
</tr>
<tr>
<td>Home Institution Data:</td>
<td>Enter the full name of appointee’s home institution, street address, city, state and country (if not US). This is mandatory for all appointees with a home institution. If unaffiliated, enter &quot;Unaffiliated&quot; for the Home Institution Name and enter the home address. UCAR/NCAR/UCP cannot be listed as a home institution.</td>
</tr>
<tr>
<td>Appointee’s Work:</td>
<td>Complete only if the appointee works outside of UCAR/NCAR/UCP facilities</td>
</tr>
</tbody>
</table>

Non-Financial Support Visitor (V3) 1 of 3
Location Data

**UCAR Location Data:**
- **Host Name:** Enter host’s name
- **Host Lab(s)/Org Unit(s):** Indicate the primary lab and org unit responsible for this appointee. Additional fields are available for split appointments.
- **UCAR Location:** Enter appointee’s building location, room, and phone extension if appointee is at UCAR’s Boulder facilities.
- **Visit Coordinator:** Enter person completing this form and making arrangements.

**Export Compliance:**
- **Citizenship:** What is the citizenship of this visitor? If the visitor is a US citizen, enter "US" in this field but nothing further needs to be completed in this section.

**Purpose of Visit:** Fundamental Research or Non-Research/Other?
Fundamental Research means basic and applied research in science and engineering where the resulting information is ordinarily published and shared broadly within the scientific community, as distinguished from research the results of which are restricted for proprietary reasons or specific U.S. Government access and dissemination controls. Information generated during and resulting from Fundamental Research is not subject to export restrictions to Foreign Persons.

**Types of Access:** (at least one type must be checked; more than one can be checked)
- Technical or Non-Technical Information -- No License Required (NLR)
- Technical Information -- Department of Commerce (DOC) controlled
- Technical Information -- Department of State (DOS) controlled
- Other (please explain):

**Visual Compliance checked?** All foreign visitors must be screened through the Visual Compliance Web site by the ECC or EO. Indicate if this has been done.

**Acknowledgement Form received?** It is mandatory that the Acknowledgement Form be completed for all foreign visitors. Due to the logistics of obtaining the signed form, it does not need to be completed at the time of submission of this Visitor Form. This is merely a reminder that it must be completed.

**Definitions:**
- **U.S. person:** A citizen of United States, a lawful permanent resident alien of the U.S., (a "Green Card" holder), a refugee or someone here as a protected political asylee or under amnesty. U.S. persons also include organizations and entities, such as universities incorporated in the U.S. The general rule is that only U.S. persons are eligible to receive controlled items, software or information without first obtaining an export license from the appropriate agency unless a license exception or exclusion is available.

- **Foreign person:** Anyone who is not a U.S. person. A foreign person also means any foreign corporation, business association, partnership or any other entity or group that
is not incorporated to do business in the U.S. Foreign persons may include international organizations, foreign governments and any agency or subdivision of foreign governments such as consulates.

**SECTION II: APPROVAL SIGNATURES**

Have the appropriate person sign the form.

The Export Compliance Coordinator (ECC) or Empowered Official (EO) must sign the form for all foreign visitors.

**SECTION III: DISTRIBUTION**

Host distributes original copy to Human Resources. Human Resources distributes data as necessary to Today@UCAR, Mailroom, Reception, Switchboard.

**SECTION IV: HUMAN RESOURCES USE ONLY**

To be completed by HR department along with the section below Section IV.

Rev. 03/2013