

Instructions for Completing the ANL-TRACC Request for Information:

1. Please use the same name on your passport, INS information, resume (if requested) and any documentation you submit.
2. Please do not leave any answers blank. If you do not have information for the field, please enter N/A.
3. If you do not have a “middle” or second name, please enter NMI (no middle initial)
4. Please input your complete educational data. This includes:
 - a. schools attended
 - b. locations
 - c. dates attended
 - d. degrees earned
 - e. date degrees earned
5. **DO NOT EMAIL THIS DOCUMENT.** Because of personal privacy laws, we may not send or receive personal information via e-mail. If you send this via e-mail, we are required to delete it, and will request that the information be faxed.
6. Fax cover sheet is attached at end of document.



Required Documentation for Site/Computer Access:

When you fax this form to ANL-TRACC, please send a copy of:

1. Your valid passport,
2. I-20 if applicable,
3. Your valid visa,
4. 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 send the supporting immigration documentation (i.e., I-20, DS-2019). Failure to do so may delay your access to the site or the computer resources.

Transportation Research and Analysis Computing Center

Foreign National Access Request Form



c PhD Name of University/ College:
 City and country of Institution:
 Year Graduated:
 Field of Study:

10. Current field of research:

11. Do you possess a U.S. Permanent Resident Card (I-551), (also know as; Green Card, Lawful Permanent Resident [LPR]). If so, list the following:

a I-551 Card number:

b I-551 Expiration date:

c If you have applied for a Permanent Resident Card and have been approved, but have not yet received the official card, you should have a stamp in your passport that reads "Processed for I-551". If that is the case, please send a copy of your passport including the page with the I-551 stamp. If you have applied for an LPR card, but are still waiting for approval, then you should have an I-485. Please send a copy of your I-485.

12. Passport information:

a Passport number:

b Country that issued the passport:

c Passport expiration date:

13. 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:

b B-2 Visa (Tourist Visa): If you possess a B-2 visa, please supply visa number and expiration date:

c B-1/B-2 Visa (Visa for Business and/or Pleasure): If you possess a B-1/B-2 visa, please supply visa number and expiration date:



d Employment Authorization Document (EAD): If you possess an EAD, please supply the EAD number and the 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:

f H-1B Work Visa (Professional Worker in a Specific Field): If you possess a H-1 B visa, please supply the visa number and the 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:

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:

i TN Work Visa (Canadian and Mexican citizens only): If you possess a TN visa, please supply the visa number and the 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".**



I 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 document number and the 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:

o If none of the above documents apply to you, please list the INS document that you possess:

Name of Document:

Document Number:

Document Expiration Date:

14. Current Employer Information:

a Name of Current Employer:

b Street Address of Current Employer (no P.O. Box numbers):

c City of Current Employer:

d State/Province of Current Employer:

e Zip Code of Current Employer:

f Country of Current Employer:

g Division/Section that you currently work in:

h Kind of business or organization of employer (e.g. government, company laboratory, university):

Transportation Research and Analysis Computing Center

Foreign National Access Request Form



i	Title of Your Position with Current Employer:	<input type="text"/>
j	Description of Your Duties with Current Employer:	<input type="text"/>
k	Name of Employer Contact:	<input type="text"/>
l	Phone number of Employer Contact:	<input type="text"/>
m	Place of Work if Different from Location of Current Employer Listed Above:	
	Name:	<input type="text"/>
	Street Address:	<input type="text"/>
	City:	<input type="text"/>
	State/Province:	<input type="text"/>
	Country:	<input type="text"/>
	Zip Code:	<input type="text"/>
n	If currently unemployed, list last employer or institution:	
	Name:	<input type="text"/>
	Street Address:	<input type="text"/>
	City:	<input type="text"/>
	State/Province:	<input type="text"/>
	Country:	<input type="text"/>
	Zip Code:	<input type="text"/>
15.	Contact Numbers:	
a	Your Phone Number:	<input type="text"/>
b	Your fax number:	<input type="text"/>
c	Your e-mail address:	<input type="text"/>



16. Family Member Information: If family members will require site access, please list the following:

a Name of Family Member (First, Middle or NMI, Last):

b City of Birth of Family Member:

c Country of Birth of Family Member:

d Date of Birth of Family Member:

e Relationship (spouse, son, daughter, etc.) of Family Member:

f Country of Citizenship of Family Member:

g Reason for family member site access:

17. Will you need an interpreter:

Yes

No

Resume/Vita

If you are submitting this access form for employment at Argonne National Laboratory, you will need to include your resume or vita when submitting the request form. Employment includes paid and non-paid employees.

Required Documentation for Site Access

Upon your arrival at 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.



TRACC-FAX 593 Request for Info Sender Information:

Name:

Representing:

TRACC Contact Person:

Number of Pages Including Cover Sheet:

Date Sent:

Phone Number:

Fax Number:

E-mail Address:

DO NOT EMAIL THIS DOCUMENT
Please Fax to: 630-252-5203
We will confirm receipt via e-mail