

NASA FOREIGN VISITOR INFORMATION SHEET

Dear Sir/Madam:

In order to facilitate your planned/requested visit to a NASA installation, please provide the information on the attached sheet as soon as possible.

- *Also, please include a copy (preferably scanned if possible) of your VISA / PASSPORT as that must accompany the paperwork to the International office.*

- **PLEASE READ THE MESSAGE BELOW REGARDING "COMPUTER ACCESS".**

This information should be returned to the Attention of:

Joan.L.Rurka@nasa.gov

Bldg. #21, Room #134

FAX: 301-286-7194

Office: 301-286-5014

Thank you in advance for your cooperation.

Joan Rurka

COMPUTER ACCESS:

Computer and Network access during your visit will require approval after filling out the necessary forms. Computer Access implies use of existing systems at GSFC. Different approvals and scanning is required if you bring your own computer¹. For Computer Access you will need to supply us with the following:

- Account Request Document – Marc Despres handles this.
- Security Technology Transfer Control Plan (STTCP)
- Position Risk Designation for Non-NASA Employee (Form 4482)
- IT Security Plan (Joan can fill this one out)

≤ If you prefer to use your own computer on the GSFC network, please check this box. We will then proceed to have the scan scheduled for the first day of your arrival.

¹ Besides paperwork approval to allow user access on the GSFC network, separate scanning of your computer would be required by GSFC Network Security. This is a time consuming process. Visitors are discouraged from planning on bringing their own computer and assuming that it would be allowed on the GSFC network.

Foreign Visitor Information Sheet
(Please TYPE OR PRINT)

First Name: _____

Middle Name or Initial or NMI (No Middle Initial): _____

Last (or Family) Name: _____

Gender: Male _____ Female: _____

U.S. Social Security Number (if applicable): _____

Are you a Permanent Resident Alien (Greencard Holder): No _____

If Yes, Number: _____; Expiration Date: _____

Date Issued (mm/dd/yyyy): _____

Country of Citizenship: _____

Date of Birth: Month _____ Day _____ Year _____

Country of Birth: _____ City of Birth: _____

Permanent Home Address: _____

Husband or Wife's Name (include maiden name, where applicable)

Home/ Mobile Telephone Number: _____

Place & Date of Entry into U.S.: _____

Current U.S. Address (if applicable): _____

NASA Installation to be visited: _____

NASA Point of Contact: _____

Planned dates of visit (inclusive): _____

IMPORTANT:

WILL YOU REQUIRE COMPUTER ACCESS WHILE YOU ARE HERE? _____

*****Previous dates of your visit to Goddard if applicable:** _____

*****Purpose of this visit****** _____

Affiliation or Employer:

Institution or Company Name: _____

Street Address: _____

City: _____

State/Country: _____

Zip Code: _____

Title or Position and Duties: _____

Phone Number: _____

Fax Number: _____

E-mail Address: _____

U.S. Visa Information:

U.S. Visa Type (e.g.; B-1/B-2, H-1B, J-1, F-1, etc): _____

Visa # _____

Visa Expiration Date (mm/dd/yyyy): _____

If J-1, name of U.S. Program Sponsor (attach IAP-66): _____

Passport Information:

Country of Issue: _____

Passport Number: _____

Passport Expiration Date (mm/dd/yyyy): _____