



## **REQUIREMENTS FOR RECEIPT OF JLAB SUPPORT**

- SIGNED JEFFERSON LAB INVITATION LETTER WITH SUPPORT DETAILS
- VALID PASSPORT
- VALID VISA OR OTHER IMMIGRANT STATUS DOCUMENTS
  - BUSINESS VISA (B1 OR WB)
  - J-1 VISA (VISA SPONSOR NOT JSA) WITH APPROVAL LETTER
  - F-1 VISA WITH SPONSOR CPT OR OPT APPROVAL
  - PERMANENT RESIDENT CARD AND 1 OTHER GOV'T ISSUED ID WITH PICTURE
- CHECK IN AT THE VARC (BLDG 28) FRONT DESK
- VISITOR OR USER REGISTRATION FORM ON FILE
  - VISITOR - FOR CURRENT VISIT
  - USER – WITHIN A 2 YEAR PERIOD
- VALID TAX FORM ON FILE
  - VALID FOR 2 YEARS

**IF YOU ARE RECEIVING ANY TYPE OF FINANCIAL SUPPORT (TRAVEL REIMBURSEMENT, STIPEND, ETC., BE SURE TO MEET WITH YOUR HOST DEPT/DIV CONTACT PERSON UPON ARRIVAL TO CONFIRM ALL REQUIREMENTS ARE IN PLACE TO RECEIVE THESE FUNDS TO AVOID DELAY IN PAYMENT.**