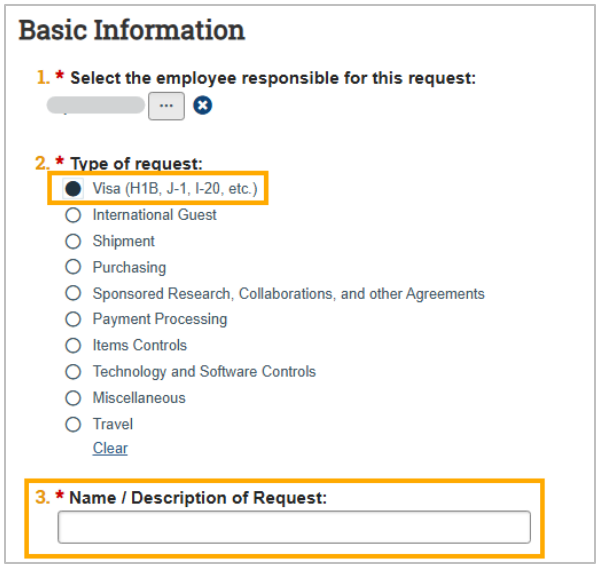
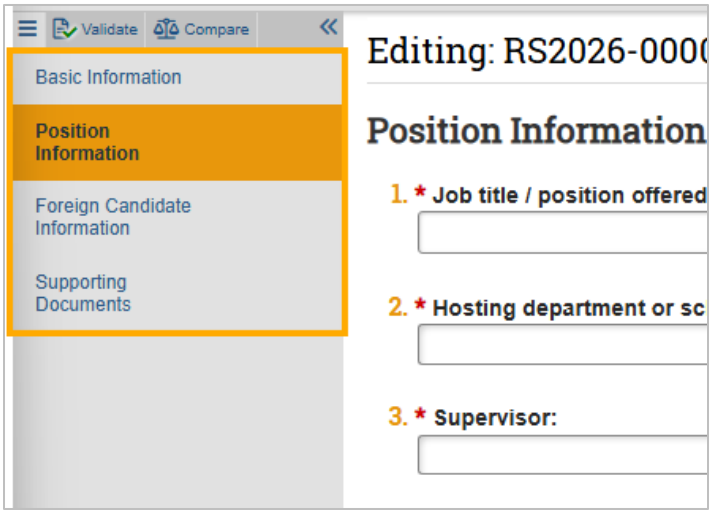
Request Types – Visa (H1B, J-1, I-20, etc.)

Based on the type of request you submit, there will be different fields and information required. This guide depicts the types of requests that can be submitted and the information required for each. For information on submitting a request, see the *Create and Submit a Request* job aid.

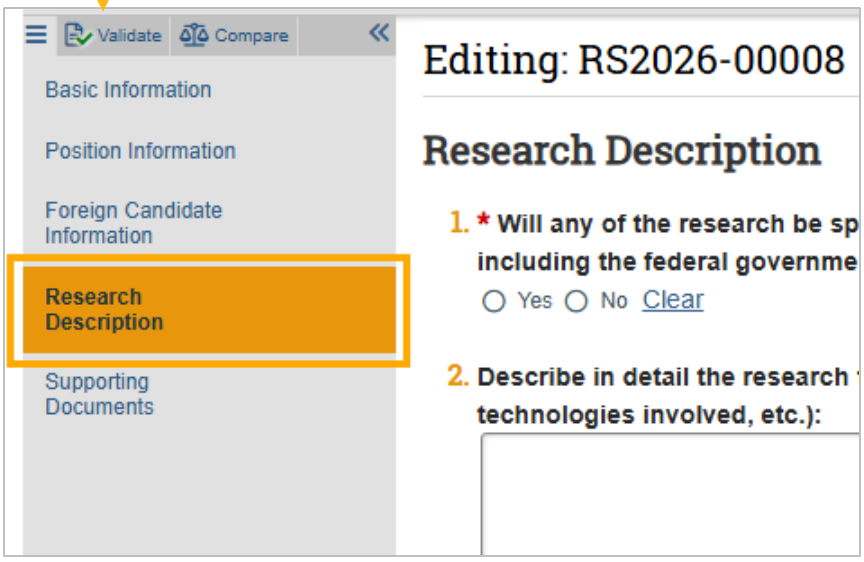
Visa H1B, J-1, I-20, etc.

Required Information	Optional Information
• Basic Information • Position Information • Foreign Candidate Information • Supporting Documents	Research Description page only appears if you select Yes on the Position Information page, Question 9: Foreign candidate work/participate/collaborate in research



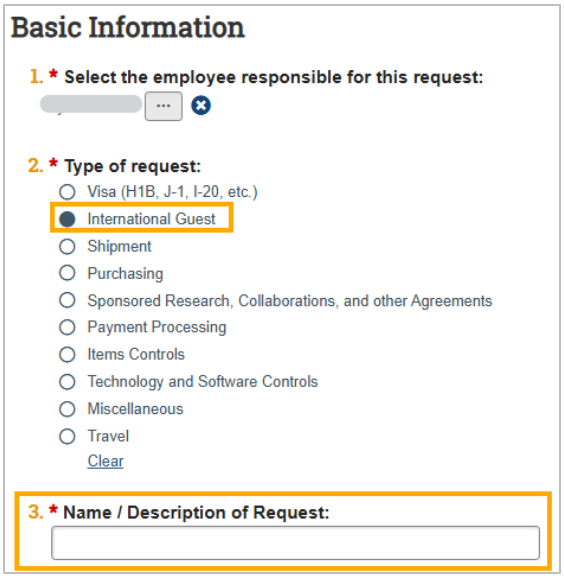


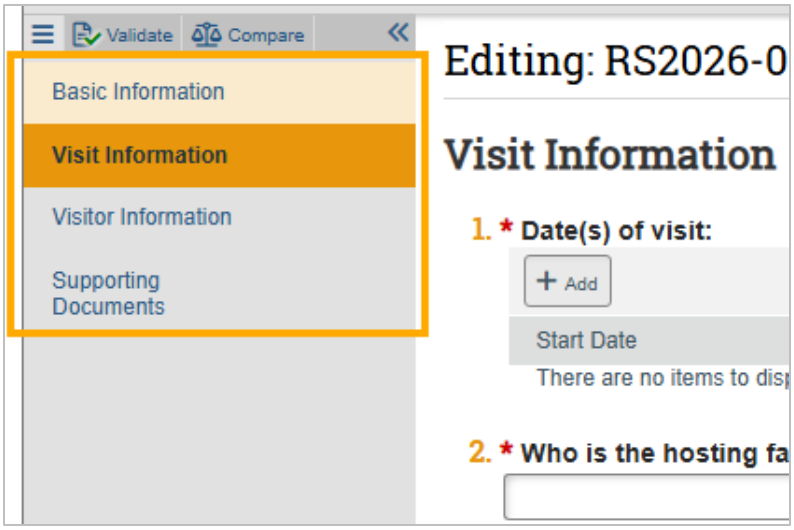


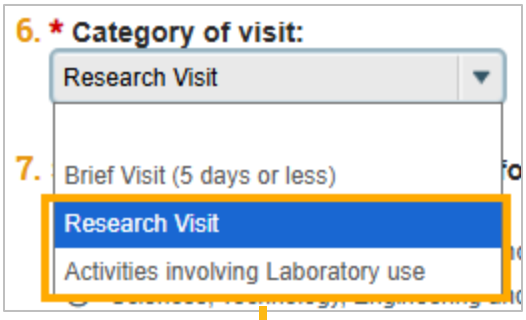


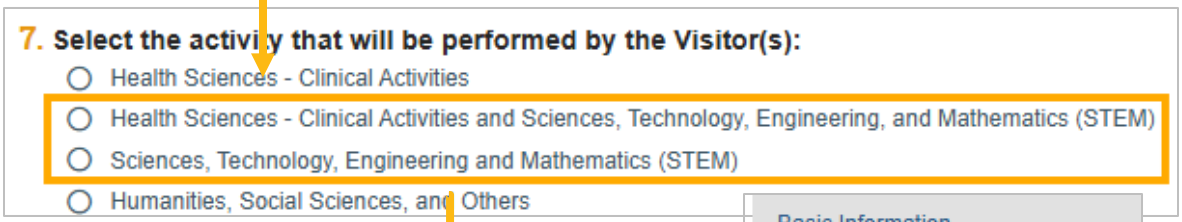
International Guest

Required Information	Optional Information
• Basic Information • Visit Information • Visitor Information • Supporting Documents	The Visitor with Research Information page will only appear if Visit Information page question 7 is STEM. Question 7 will only appear if you select Research Visit or Activities involving Laboratory Use for question 6 on Visit Information page.





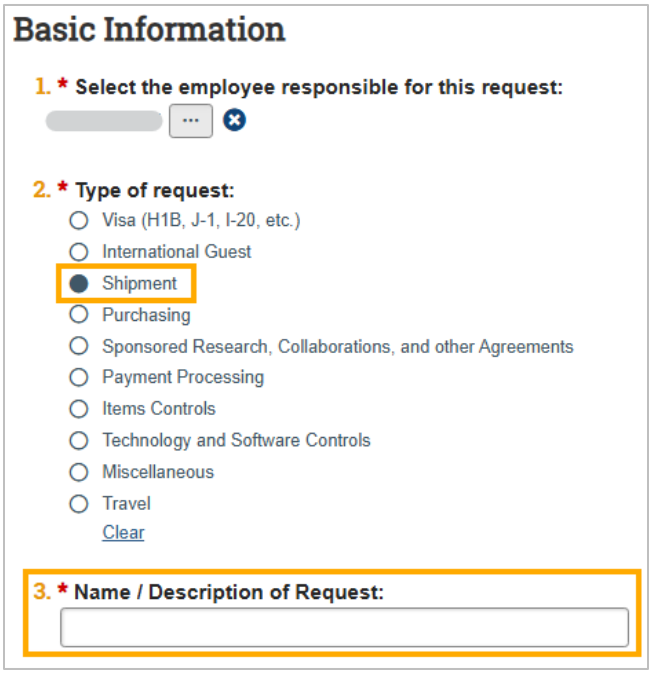




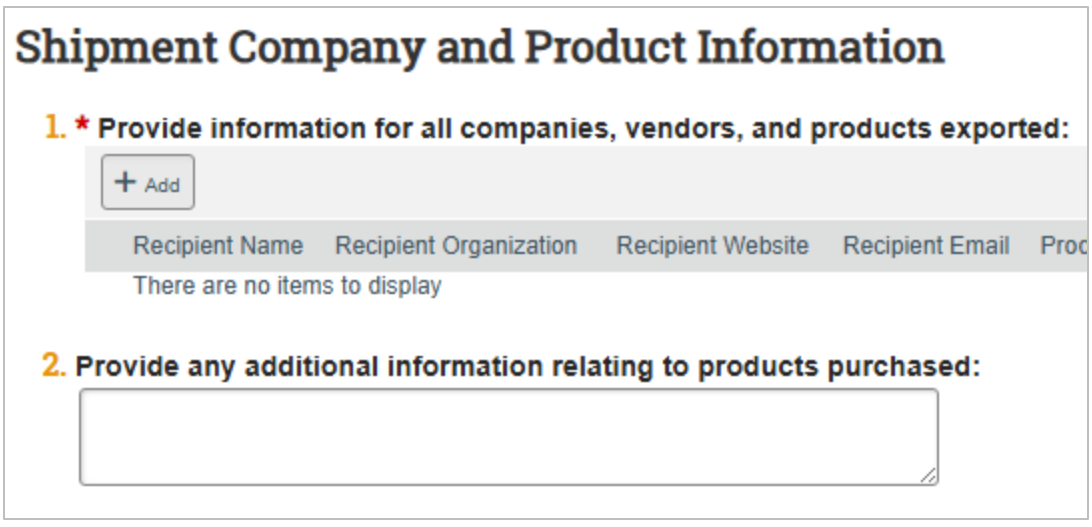


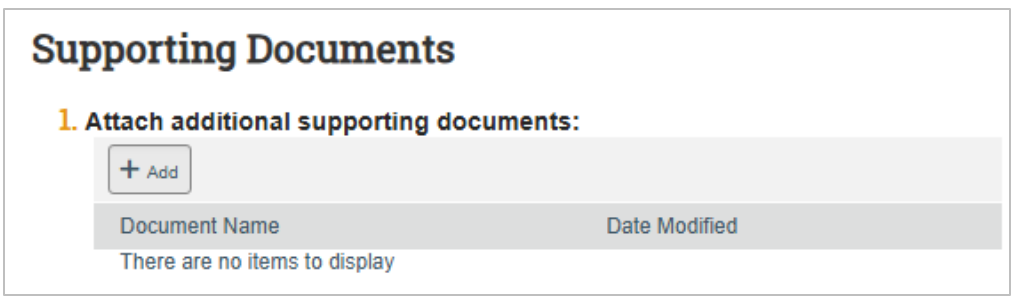
Shipment

Required Information	Optional Information
• Basic Information • Shipments Company and Product Information • Supporting Documents	None





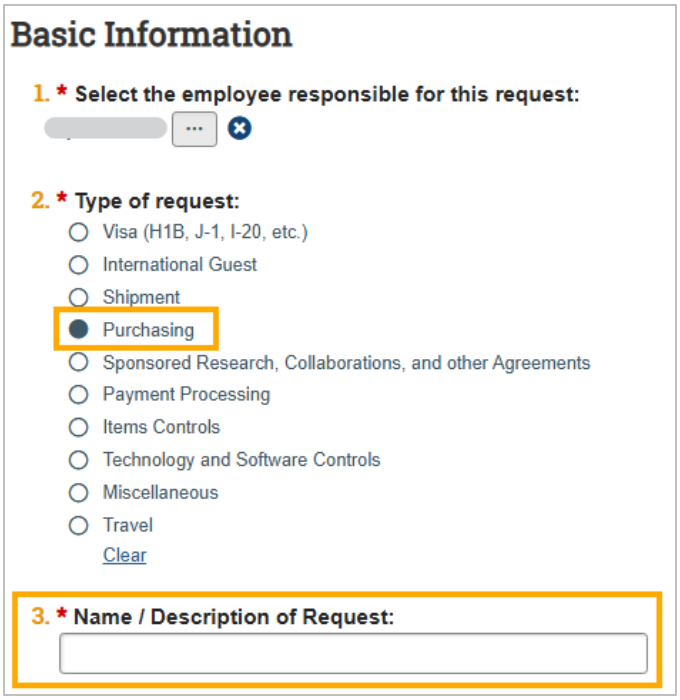


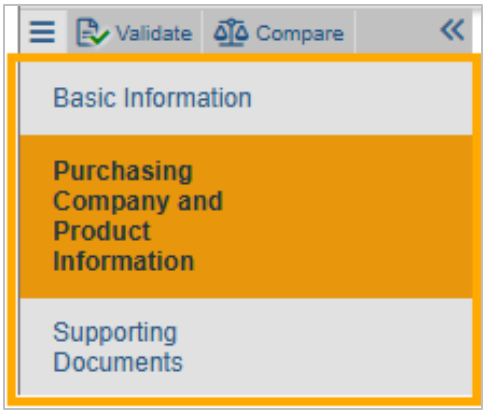


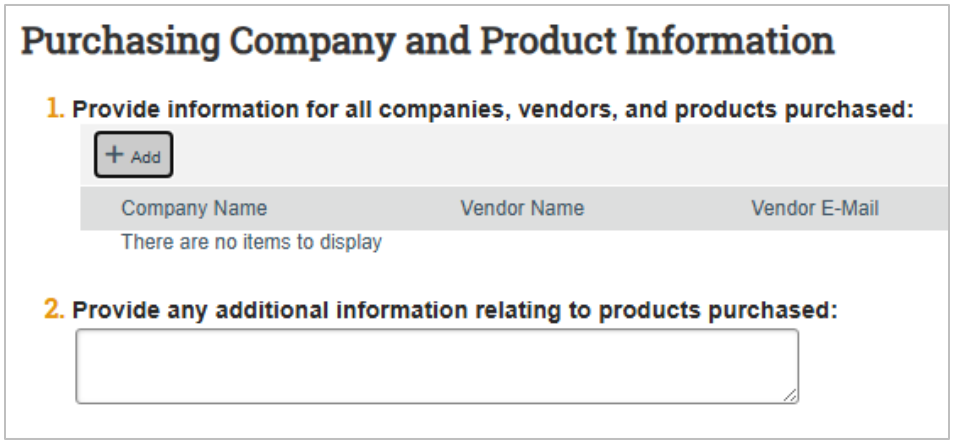
Request Types - Purchasing

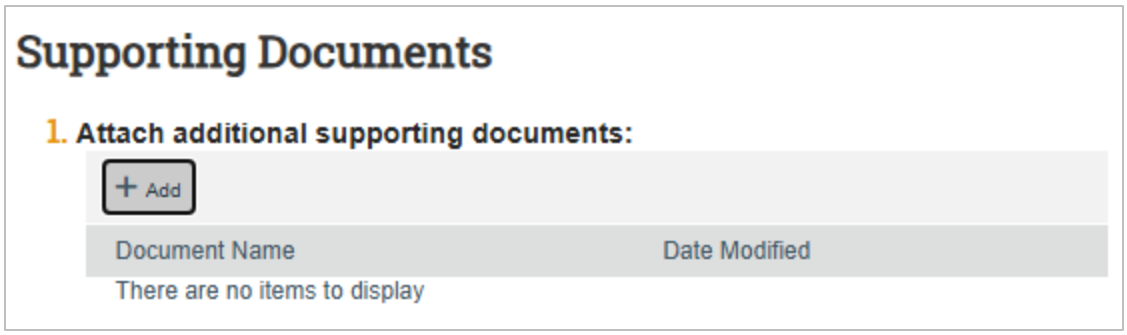
Purchasing

Required Information	Optional Information
• Basic Information • Purchasing Company and Product Information • Supporting Documents	None



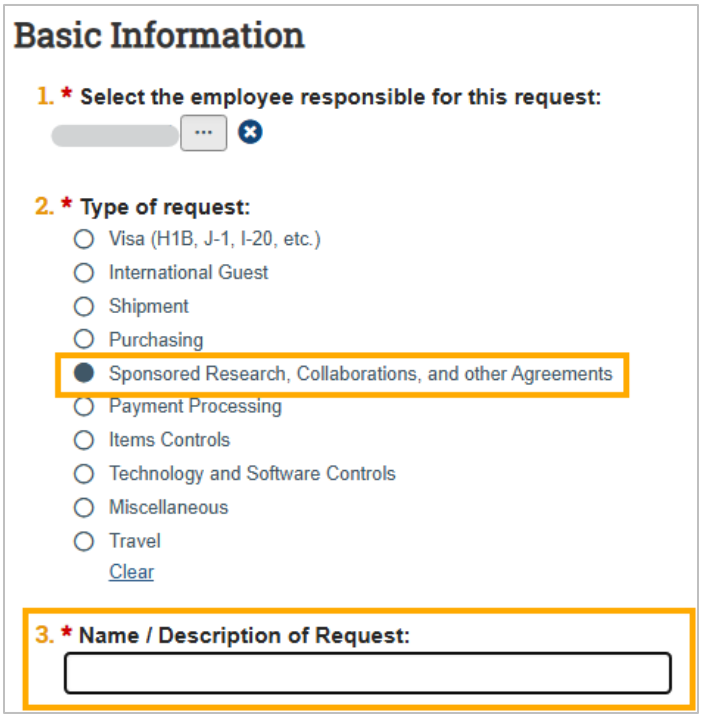


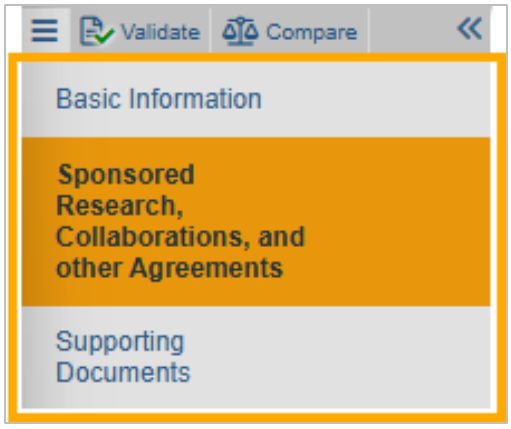


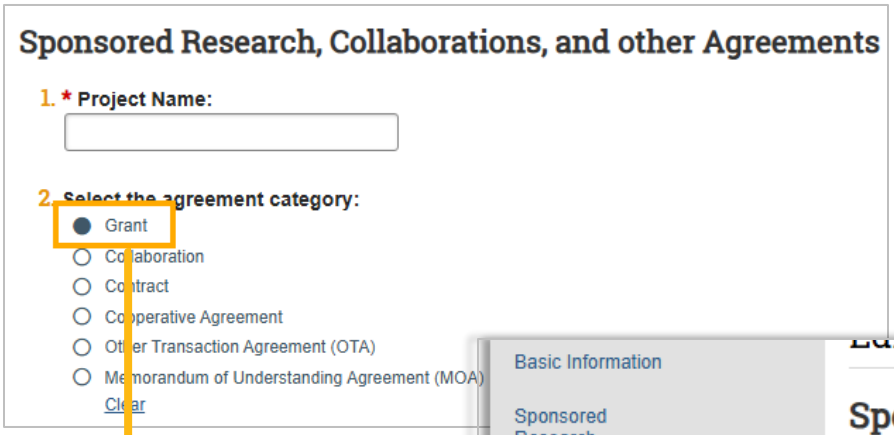


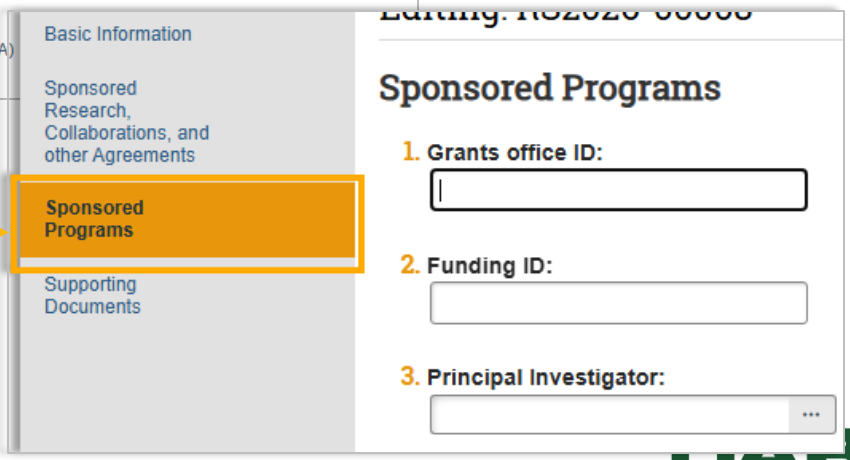
Sponsored Research, Collaborations, and Other Agreements

Required Information	Optional Information
• Basic Information • Sponsored Research, Collaborations, and Other Agreements • Supporting Documents	The Sponsored Programs page only appears if you select Grant as the Agreement Category for Question 2 on the Sponsored Research, Collaborations and Other Agreements page









Payment Processing

Required Information	Optional Information
• Basic Information • Request Description • Supporting Documents	None

Basic Information

1. * **Select the employee responsible for this request:**

2. * **Type of request:**
   - ○ Visa (H1B, J-1, I-20, etc.)
   - ○ International Guest
   - ○ Shipment
   - ○ Purchasing
   - ○ Sponsored Research, Collaborations, and other Agreements
   - ● Payment Processing
   - ○ Items Controls
   - ○ Technology and Software Controls
   - ○ Miscellaneous
   - ○ Travel

   Clear

3. * **Name / Description of Request:**



Payment Processing Request Description

1. * **Provide a detailed description of your request:**

Supporting Documents

1. **Attach additional supporting documents:**

+ Add

Document Name	Date Modified
There are no items to display	

Items Controls

Required Information	Optional Information
• Basic Information • Request Description • Supporting Documents	None

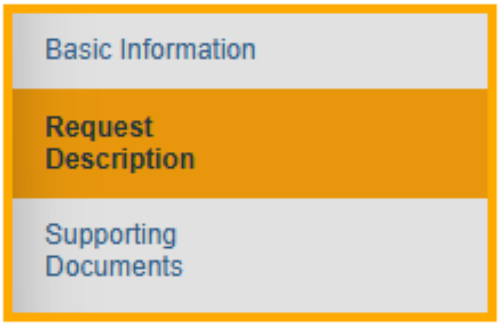
Basic Information

1. * **Select the employee responsible for this request:**

2. * **Type of request:**
   - ○ Visa (H1B, J-1, I-20, etc.)
   - ○ International Guest
   - ○ Shipment
   - ○ Purchasing
   - ○ Sponsored Research, Collaborations, and other Agreements
   - ○ Payment Processing
   - ● Items Controls
   - ○ Technology and Software Controls
   - ○ Miscellaneous
   - ○ Travel

   Clear

3. * **Name / Description of Request:**



Items Controls Request Description

1. * **Provide a detailed description of your request:**

Supporting Documents

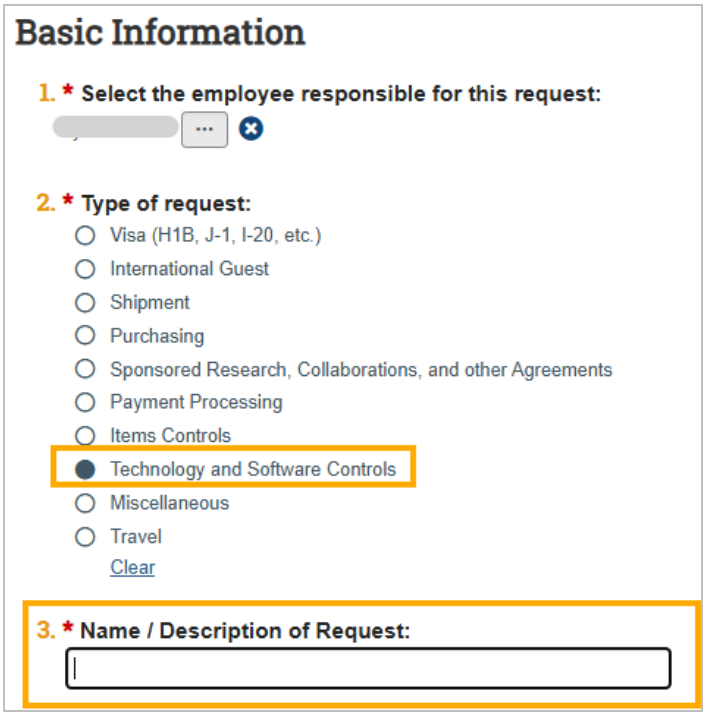
1. **Attach additional supporting documents:**

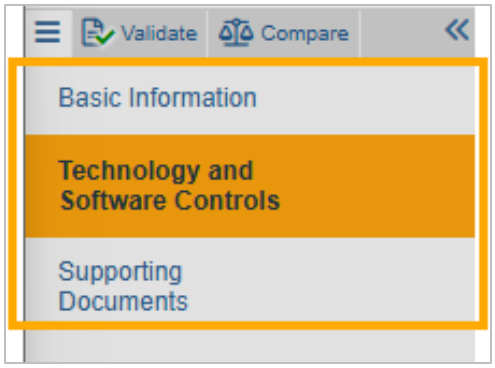
+ Add

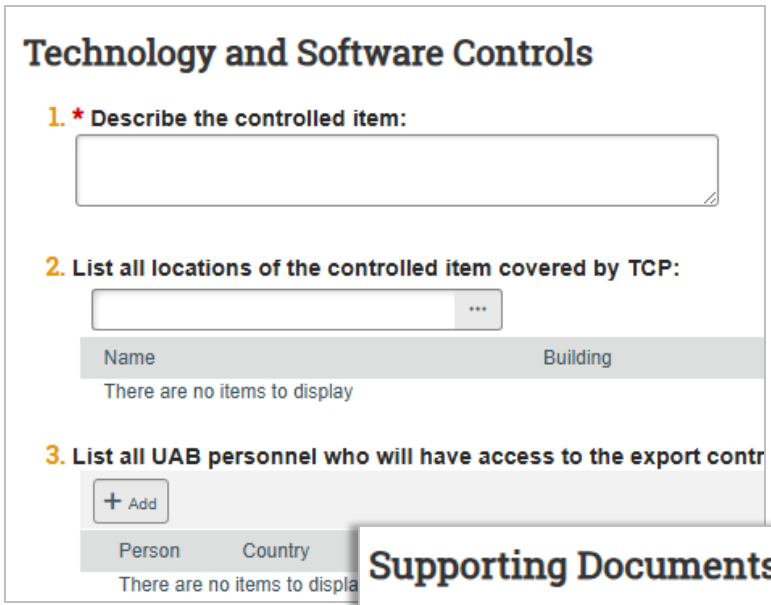
Document Name	Date Modified
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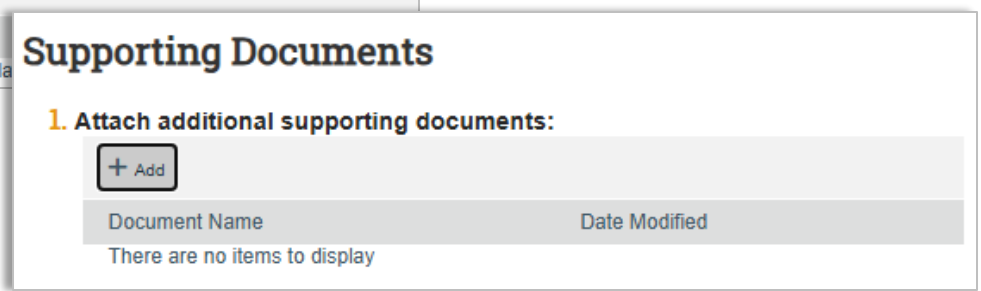
Technology and Software Controls

Required Information	Optional Information
• Basic Information • Technology and Software Controls • Supporting Documents	None









Miscellaneous

Required Information	Optional Information
• Basic Information • Request Description • Supporting Documents	None

Basic Information

1. * **Select the employee responsible for this request:**

2. * **Type of request:**
   - ○ Visa (H1B, J-1, I-20, etc.)
   - ○ International Guest
   - ○ Shipment
   - ○ Purchasing
   - ○ Sponsored Research, Collaborations, and other Agreements
   - ○ Payment Processing
   - ○ Items Controls
   - ○ Technology and Software Controls
   - ● Miscellaneous
   - ○ Travel

   Clear

3. * **Name / Description of Request:**

Basic Information
Request Description
Supporting Documents

Miscellaneous Request Description

1. * **Provide a detailed description of your request:**

Supporting Documents

1. **Attach additional supporting documents:**

+ Add

Document Name	Date Modified
There are no items to display	

Travel

Required Information	Optional Information
• Basic Information • Traveler Information • Purpose of Travel • Supporting Documents	None

