

INVITED VISITOR QUESTIONNAIRE

This questionnaire is required to give any Visitor, as defined in CMU's Invited Visitor Guidelines [www.cmu.edu/research-office/visitors/documents/visitors-guidelines.pdf], access to any of CMU's domestic campuses and locations (Pittsburgh, Silicon Valley, and other U.S. locations) EXCLUDING visitors to the Software Engineering Institute (SEI) and the National Robotics Engineering Center (NREC). SEI and NREC have separate processes for screening visitors that must be followed.

This questionnaire should not be used if the invited individual is (or will be at the time of the "visit") enrolled as a student at CMU or being paid by CMU.

Once completed, the questionnaire must be submitted to the CMU Visitor Coordinator at Visitor-support@andrew.cmu.edu at least thirty (30) days in advance of a Visitor's anticipated visit. If the visitor will need immigration documents from CMU, this questionnaire must be submitted at least sixty (60) days in advance. A Visitor is only authorized access to CMU's U.S. campuses and locations AFTER the CMU Visitor Coordinator has sent formal approval of the Visit on behalf of CMU.

This questionnaire must be completed by an individual knowledgeable about the prospective Visitor and their proposed visit, including the technical nature of any intended work the visitor may perform while at CMU. The Invited Visitor Guidelines [www.cmu.edu/research-office/visitors/documents/visitors-guidelines.pdf] provide details regarding inviting and hosting Visitors at CMU. Having accurate information is critical to ensure compliance with U.S. export laws and regulations, the Fair Labor Standards Act, Immigration laws, U.S. Department of Labor laws, as well as University policies and procedures, and a prompt review and approval for the Visitor.

Please answer all questions as completely as possible with the information you have available. Your answers will assist in determining which CMU Impacted Department(s) (ORIC, OSP, OGC, OIE, and/or HR) need to review this Questionnaire. The person completing this form should copy any relevant administrator in their department.

PART I: HOST DEPARTMENT INFORMATION	
1. Full name of person completing this form:	
2. Email address of person completing this form:	
3. Telephone of person completing this form:	
4. CMU faculty or staff host/sponsor name:	
5. CMU faculty or staff host/sponsor email:	
6. CMU faculty or staff host/sponsor telephone:	
7. CMU Department:	
8. Has this visit been approved by the faculty host?	Yes <input type="checkbox"/> No <input type="checkbox"/> If no, please explain:
PART II: VISITOR INFORMATION	
1. Full Legal Name of Visitor:	
2. U.S. Person Status	U.S. Person <input type="checkbox"/> Non-U.S. Person <input type="checkbox"/> A U.S. Person is a U.S. Citizen, U.S. Permanent Resident (Green Card Holder), or a Refugee or Political Asylee. If the Visitor is a Non-U.S. Person, the Non-U.S. Person questions must be answered.
3. Country of Citizenship:	
4. Country of Birth:	
5. Date of Birth: [mm/dd/yyyy] If the Visitor is under 18, then the CMU department will need to follow the requirements under CMU's Policy on the Protection of Children , including registering as a Program involving Minors.	
6. Permanent Address and Telephone:	
7. Email Address:	
8. Home Institution/Organization (include name and complete address):	
9. Status/Position/Title at Home Institution/Organization:	

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10. Did you attach/upload a copy of the Visitor's CV/resume?	Yes <input type="checkbox"/> No <input type="checkbox"/> This is a REQUIRED document to accompany this questionnaire.
FOR NON-U.S. PERSONS ONLY	
1. Current U.S. Immigration Status	<input type="checkbox"/> Not currently in the U.S. <input type="checkbox"/> In the U.S.
2. Will the Visitor need immigration documents from CMU?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, your Department will need to initiate visa document request process with OIE. Information can be found at www.cmu.edu/oie
3. If CMU is not providing immigration documents, is the Visitor's immigration status being sponsored by another organization/institution?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, indicate the immigration status the Visitor holds and the name of the visa sponsor (institution/organization):
PART III: VISIT INFORMATION	
VISITOR STATUS	
Visitor Type	Student Visitor <input type="checkbox"/> Academic/Non-Profit Visitor <input type="checkbox"/> Company Visitor <input type="checkbox"/> Unpaid Intern (See below) <input type="checkbox"/> Other <input type="checkbox"/>
UNPAID INTERN: The following questions are used to determine whether the Visitor qualifies as an Unpaid Intern (additional guidance on these questions and on unpaid internships may be found at www.cmu.edu/hr/internship (Andrew ID required):	
1. Will this Visitor serve as an Unpaid Intern?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Will the Visitor receive training or mentoring that is similar to what would be given in a vocational school or academic educational institution? a. If yes, is the individual eligible to receive academic credit?	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes, CMU credit <input type="checkbox"/> Yes, credit from another school <input type="checkbox"/> No <input type="checkbox"/>
3. Is the training for the benefit of the Visitor?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. The Visitor will work under close observation and will not displace regular employees.	Yes <input type="checkbox"/> No <input type="checkbox"/>
5. CMU derives no immediate advantage from the activities of the Visitor, and on occasion, CMU's operations may be impeded.	Yes <input type="checkbox"/> No <input type="checkbox"/>
6. The Visitor is not necessarily entitled to a job at the conclusion of the training period.	Yes <input type="checkbox"/> No <input type="checkbox"/>
7. Does the Visitor understand that they are not entitled to wages for the time spent in training?	Yes <input type="checkbox"/> No <input type="checkbox"/>
VISIT INFORMATION	
1. Purpose of Visit (provide a <u>detailed</u> description of any research work the visitor will conduct while on campus, including project purpose and goals):	
2. Does the faculty host/sponsor intend to publish the result of the collaboration with the Visitor?	Yes <input type="checkbox"/> No <input type="checkbox"/> If no, please describe:
3. What is the proposed period of the visit?	From: _____ To: _____ Start date must be at least 30 to 90 days from today's date depending on need for immigration documents.
4. What is the Visitor's proposed campus location?	
5. Is the Visitor currently employed by another institution? a. If Yes, will the Visitor continue to be employed and paid by this institution during their visit?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide name of institution: _____ 5a. Yes <input type="checkbox"/> No <input type="checkbox"/>
6. Is the Visitor funded by another institution or organization? (such as a scholarship)	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide name of institution: _____
7. Will the Visitor be using potentially hazardous equipment or materials and require training by EHS?	Yes <input type="checkbox"/> No <input type="checkbox"/> Please describe:
EXPORT: Answers to these questions will assist in identifying export compliance concerns that may require permission from the U.S. government or restriction of access to technology and/or information.	
1. Is this visit the result of an unsolicited request?	Yes <input type="checkbox"/> No <input type="checkbox"/> Please describe how the faculty host knows the visitor:

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2. Will the Visitor have access to any export controlled information or materials?	Yes <input type="checkbox"/> No <input type="checkbox"/> I don't know <input type="checkbox"/> If yes, please describe:
3. Are there any existing technology control plans (established formal processes and procedures to ensure that technology, data, or information are not disclosed to unauthorized individuals or exported without a license) in the area the Visitor will be working?	Yes <input type="checkbox"/> No <input type="checkbox"/> I don't know <input type="checkbox"/> Please provide details:
4. Will the visitor take CMU classes during his/her visit?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please describe:
5. Does the Visitor intend to use the visit to fulfill requirements toward a degree at his/her home institution?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please describe:
OSP: Answers to these questions will determine if OSP needs to review additional agreements to ensure CMU is meeting all contractual obligations. If the answers to these questions change during the visit, please contact OSP.	
1. Is the work to be performed by the Visitor being conducted under any sponsored research project such as a grant, contract, federal award, or internally funded research?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide Oracle strings and project names:
2. Is the work to be performed by the visitor related to a formal CMU program and/or governed by a separate written agreement (consortium, use of a recharge center, etc.) whose scope includes visitors?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please describe:
3. Will the Visitor have access to, or be provided, any CMU confidential and/or CMU proprietary information including any potentially patentable information / technology or CMU background IP?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please describe:
4. Will the Visitor work on any NASA funded research or have access to any NASA funded research?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please describe:
5. Has the CMU faculty sponsor worked or collaborated with the Visitor on research in the past and/or developed IP together?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please describe past collaborations:
PART IV: FCPA INFORMATION – The following questions are used to determine whether the Visitor will receive any significant financial benefit from CMU through waiver of fees normally charged to other Visitors and/or expense reimbursement. A separate FCPA form, to be completed by the Visitor, is used to determine whether the Visitor is a “Foreign Official” under the FCPA. Note: If the proposed Invited Visitor is a Non-U.S. Person, they must also complete the FCPA FORM [www.cmu.edu/ogc/fcpa/].	
1. Does the CMU department hosting/sponsoring the Visitor normally charge a fee to the Visitor or the Visitor's home institution?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please indicate the amount of the fee:
2. If a fee is normally charged to Visitors or the Visitor's home institution, will the fee be charged to this particular Visitor?	Yes <input type="checkbox"/> No <input type="checkbox"/> Please indicate the amount of the fee to be charged and, if applicable, explain any waiver or reduction of the normal fee:
3. Do you anticipate that CMU will reimburse the Visitor for any expenses incurred during the Visit?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please describe:
PART V: OPTIONAL INFORMATION – for requesting department use	
1. GL String for any related processing charges (visas, etc.)	
2. Insurance Information for Interns	
3. Please list specific clauses for inclusion in the offer letter:	

FCPA: The Foreign Corrupt Practices Act (FCPA) is a U.S. law that generally prohibits the payment of anything of value (whether tangible or intangible) to Foreign Officials for the purpose of obtaining or retaining business. “Foreign Officials” are defined broadly under the FCPA. The term “Foreign Official” includes all officials and employees of a foreign government, as well as employees of institutions that are owned or controlled by a foreign government (e.g. a government owned/controlled university). Detailed guidance regarding the FCPA is available at www.cmu.edu/ogc/fcpa/.

For Office Use Only		
Case Number:	Impacted Departments:	HR <input type="checkbox"/> OGC <input type="checkbox"/> OSP <input type="checkbox"/> OTHER <input type="checkbox"/>