

A **Complete Application** should include the documents below. Missing forms or documents may delay the review and processing of application packages. For any questions or comments, please contact H. Gingerlei Porter at 011-808-956-9557 or email at [ginger@uhtasi.org](mailto:ginger@uhtasi.org) or [pacificdesk@tipg.net](mailto:pacificdesk@tipg.net).

1. Nomination Letter or Email from Supervisor
2. Completed Registration and Questionnaire Form
3. A Copy of current Curriculum Vitae or Resume reflecting pertinent education, training and employment and complete contact information
4. Short Biography and headshot for public distribution
5. Submit a copy of valid passport or travel identification documents

**Additional Requirements upon Receipt of Acceptance Letter;**

1. Response to Accept/Deny Program Acceptance Letter
2. Employment Verification Letter
3. WH-1 – Tax Determination Form (Need Original)
4. Photograph and Video Consent Form
5. Federal Building Access and Departmental Sponsor Forms
  - a. Espionage Indicators
  - b. Conditional and Responsibilities for Departmental Sponsors
  - c. Conditional and Responsibility
  - d. Endorsement Supplement for Website
  - e. Technology Controls and Foreign National Access