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 or pacificdesk@uhtasi.org.

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