**Administrative Processing**

**H/L/P Required Document**

* **CV**:
1. Personal Contact Information
2. Education Degrees
3. Awards and Honors Received
4. Work Experience
5. Previous, Current, and Proposed Research
* **Publication List:** Include a complete list of your academic and professional publications.
* **Company Profile**: Include a short summary of your company’s products/services, and business activities in your home country and/or in the U.S.
* **Employment Documents:** Provide a letter prepared by your company or attorney summarizing facts of the company and how the applicant fits into the company structure.
* **Academic Researchers/Advisor Letter:** Applicants performing academic research in the U.S. **must** also provide a letter **from their academic institution advisor(s) or leading professor or supervisor** answering the following questions. All four questions **must** be answered briefly. If the question is not applicable, please answer with N/A.
1. What are the goals and practical applications of the Applicant’s research?
2. What are the source(s) of funding for the Applicant’s research?
3. What export-controlled technologies and/or information will the Applicant have access to during his/her research?
4. What U.S. government projects will the Applicant participate in or will have access to during his/her research? Please state whether non-U.S. citizens have access to the project.
* **Travel Itinerary:** Provide all proposed dates of travel, destinations, and contact information of where you will stay while in the U.S.
* **Contact Info in the U.S.**: List the street/email addresses, names and phone numbers of your U.S. points of contact at friends/family residence, organizations, institutes, and/or companies that you intend to visit in the U.S. (For academic institutions or conferences, provide the name of an academic contact, not the name of the foreign student advisor.)