

RAMP | EXPORT CONTROLS HOW TO GUIDE

VISA (I 129 Part 6)

Last Updated 04/15/21

This guide is designed to aid in the process of creating requests in the RAMP Export Controls module. For further assistance, please contact RAMP Export Controls Support at RAMP-ExportControl@fsu.edu.

READ BEFORE PROCEEDING:

A RAMP Export Control Request Type of **VISA (I 129 Part 6)** is <u>only required to be submitted</u> for the following international employees:

- ❖ All H1B, O-1, E-3, and TN Sponsored Employees
- All J-1 Non-Students/Non-Visiting Scholars
- ❖ All other international appointments (Paid/Unpaid) who:
 - > Reside in one of the departments shown in Appendix A and
 - Will occupy one of the job classifications shown in Appendix B.

See additional information on "Which Visitor or International Employee needs to be approved through RAMP Export Control?" published here.

RAMP Export Control SmartForm Pages and Questions for VISA Request Type

Basic Information

Question 1, Select the employee responsible for this request:

This field will automatically populate the name of the person who creates the export control request. If the person creating the request is the Responsible Party, no changes are needed.

If the person creating the request is answering the questions on behalf of Responsible Party (e.g., dept. rep.), the dept. rep. should perform the following steps:

- 1) Complete the export control request leaving your (dept. rep.) name as Responsible Party.
- 2) On the last page, Supporting Documents, click "Finish".
- 3) On the left navigation pane on the workspace, click "Manage Editors List" activity.
- 4) Add your (dept. rep.) name, and click OK.
- 5) On the left navigation pane on the workspace, click "Edit Export Control" button.
- 6) Change the responsible party's name on the "Basic Information" page to the appropriate person.
- 7) Click "Save" and "Exit."
- 8) Notify the Responsible Party for review and submission of the request.

Note:

- If you change the Responsible Party's name before you assign yourself as an Editor, you will no longer have access to this Request.
- Only the named Responsible Party can submit the export control request.

Questions	How To Guide
1. * Select the employee responsible for this request:	This field will automatically
	populate the name of the
	person who is logged into in
	the system.
2. * Type of request:	Select "Visa (I 129 Part 6)".
Visiting Scholar: Select "Visiting Scholar" to: (1) register a foreign visitor (paid or unpaid) for a stay of 14 days or less, or (2) request approval to invite a foreign or domestic visitor (paid or unpaid) for a stay of more than 14 days. See document in RAMP Export Controls Help Center for assistance in determining when this Request Type should be selected versus selecting "International Employee" Request Type below.	
Shipment: Select "Shipment" to request an international shipment only. Approval is not required for domestic shipments.	
Visa (I 129 Part 6): Select "Visa (I 129 Part 6)" to request to hire a foreign national (international employee). See document in RAMP Export Controls Help Center for assistance in determining when this Request Type should be selected versus selecting Visitor Request Type above.	
Sponsored Research, Collaborations, and other Agreements: Select "Sponsored Research, Collaborations, and other Agreements" if the sponsored research involves components of Export Control (ITAR or EAR) - i.e., RAMP Grants submission indicates that an Export Control is involved in the project. DD Form 2345: Select "DD-2345" if FSU's DD Form 2345 is needed: (1) for DoD solicitations that involve access to export-controlled data, (2) for conference/meeting attendance with export-controlled material/data, (3) for export-controlled technical data exchange between vendors, (4) to obtain Request for Proposal (RFP) details with export-controlled data, (5) for DoD Research/Development projects involving export-controlled data, or (6) to participate in a Directly Arranged Visit (DAV) (Canada to U.S. or U.S. to Canada). Biologics Access Controls: Select this request type only when controlled biologics are used in a BSL-2 or BSL-3.	
 Visitor Shipment Visa (I-129 Part 6) Sponsored Research, Collaborations, and other Agreements DD-2345 Biologics Access Controls Clear 	

Questions	How To Guide
3. * Title (max 50 characters):	Enter a title for this request.
	For example, "Hire John
	Jones"

Position Information

Questions			How To Guide
1. * Job code and job	Self-explanatory		
2. * Hiring departmen	nt or school:		Self-explanatory
	•••		
3. * Supervisor:			Self-explanatory
	•••		
-	ddress (will be displayed u	upon save:	Self-explanatory
[Read-Only]			
5. * Date(s):			Enter position start and end
Start Date	End Date	Notes	dates. Add optional notes.
[Date]	[Date]	[Text]	
[+ADD]			
6. * Brief job descript	ion:		Enter a brief description of the
			job duties to be performed.
			Also, indicate the type of Visa
			the visitor will use.
7. * Status:			Self-explanatory
O Staff			, ,
Faculty			
O Student			
O Post Doc			
O Other			
<u>Clear</u>			
8. * Will the foreign hire work/participate/collaborate in research?			Self-explanatory
O Yes O No Clear			

Foreign Hire Information

Questions	How To Guide
1. * First name (as it appears on passport):	Self-explanatory
2. Middle initial/name (as it appears on passport):	Self-explanatory
3. * Last name (as it appears on passport):	Last name or surname.
4. * Countries of citizenship: Country	Self-explanatory
5. * Legal permanent resident of the U.S. (i.e. Green Card holder)? O Yes O No Clear	Self-explanatory
6. * Reason for application:	Select the appropriate reason. Use H1B for J-1 and TN.
7. If the individual is already an employee, provide his/her OMNI Employee ID Number (e.g., 10001234):	Self-explanatory
8. * Country of Birth:	Self-explanatory
9. * Country of Legal Permanent Residence:	Self-explanatory

Research Description (If RESEARCH)

Questions	How To Guide
1. * Will any of the research be sponsored, in whole or in part, by either the	Self-explanatory
institution or an external sponsor, including the federal government?	
O Yes O No Clear	

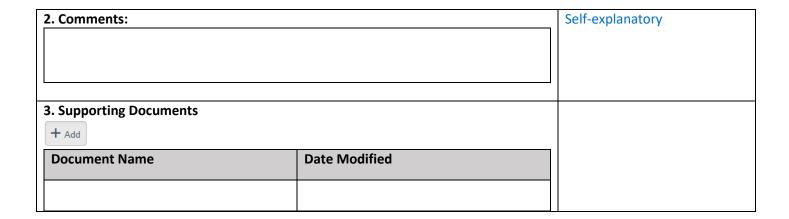
Questions	How To Guide
a. * Describe:	Shows if Q1 is YES
b. * Provide the sponsor's project identification number(s) currently known:	Shows if Q1 is YES
2. * Describe in detail the research that will be performed (technical scope, major technologies involved, etc.):	Self-explanatory
3. * Will the applicant participate/collaborate only on projects considered "Fundamental Research"? Definition of "Fundamental Research": Export Administration Regulations (EAR) definition: Fundamental research means research in science, engineering, or mathematics, the results of which ordinarily are published and shared broadly within the research community, and for which the researchers have not accepted restrictions for proprietary or national security reasons. (15 CFR §734.8) International Traffic in Arms Regulations (ITAR) definition: Fundamental research is defined to mean basic and applied research in science and engineering where the resulting information is ordinarily published and shared broadly within the scientific community, as distinguished from research the results of which are restricted for proprietary reasons or specific U.S. Government access and dissemination controls. (22 CFR §120.11(8))	Self-explanatory
a. Explain: A * Could the results of the work be taught published or shared broadly with the	Shows if Q3 is NO
 4. * Could the results of the work be taught, published, or shared broadly with the scientific community? Yes O No Clear 	Self-explanatory
a. Explain:	Shows if Q4 is NO

Questions	How To Guide
5. * Are there any restrictions on the research projects the foreign hire will	Self-explanatory
participate/collaborate?	
O Yes O No Clear	
a. Describe:	Shows if Q5 is YES
6. * Will any technology or technical data that will be released to the foreign hire	Self-explanatory
be unpublished, subject to publication/dissemination restrictions, or subject to	
other access restrictions (such as off-limits to foreign nationals) at the time of its	
release?	
O Yes O No Clear	
a. Describe:	Shows if Q6 is YES
7. * Will any software source code be released to the foreign hire?	Self-explanatory
O Yes O No Clear	
a. Describe:	Shows if Q7 is YES
8. * Will the foreign hire be provided access to any third-party owned technical	Self-explanatory
data or technology that is considered proprietary or confidential to the third-party	
owner? This includes US Government furnished technical data with dissemination	
controls or other restrictive markings	
O Yes O No <u>Clear</u>	
2 "	
a. Describe:	Shows if Q8 is YES
	0.15
9. * Will the foreign hire be provided access to equipment designed or developed	Self-explanatory
for military, space, or nuclear applications?	
O Yes O No Clear	
a Describe:	Shows if OO is VES
a. Describe:	Shows if Q9 is YES

10. * Will the applicant be provided access to any ongoing DoD, NASA, or defense industry research or research results? O Yes O No Clear a. Describe: Shows if Q10 is YES Self-explanatory 12. * Will the applicant be working with materials obtained under a Materials Transfer Agreement (MTA)? O Yes O No Clear a. Describe: Shows if Q12 is YES Self-explanatory Self-explanatory	Questions	How To Guide
a. Describe: Shows if Q10 is YES 11. * Will the applicant be involved in research associated with biological agents that are associated with select agents, pathogens or toxins? Yes O No Clear a. Describe: Shows if Q11 is YES 12. * Will the applicant be working with materials obtained under a Materials Transfer Agreement (MTA)? Yes O No Clear a. Describe: Shows if Q12 is YES Self-explanatory Self-explanatory Self-explanatory Self-explanatory Self-explanatory O Yes O No Clear	10. * Will the applicant be provided access to any ongoing DoD, NASA, or defense	Self-explanatory
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	a. Describe:	Shows if Q13 is YES

Supporting Documents

	JOU BUIL	unien	11.5					
Questions						How To Guide		
1. Attach additional supporting documents:							Self-explanatory	
For both Visitor (Visiting Scholar (Paid and Unpaid)) and Visa (International Employee) Request Types, a completed and signed "Certification Regarding Participation in a Foreign Government Talent Recruitment Program (FGTRP)" must be uploaded here as a supporting document.						ng		
signed "V	siting Scho	lar Agre	ement Forn	n" will be re	uest Type, a dequested by the prior to fina	the Office	of	
Documo	nt Name			Date M	lodified			
Docume	iit ivaiiie			Date IV	louilleu			
Please take this opportunity to review the information you have provided. It is very important that the responses in this submission be thorough and specific. Failure to respond to all requested items, to submit all required documents, or complete all personnel requirements will result in a delay in the review of this submission and may result in the submission being returned to the responsible party for correction or completion. Please note that this submission has not yet been submitted for review. Upon completing the information in this submission and clicking the "Finish" button below, the responsible party must also click the "Submit" activity from the submission workspace in order to forward this submission for review.						iplete all sion and correction Jpon atton below,		
 Review: Please review the entered information for accuracy before submitting. Click "Finish" on this form to return to the workspace. Update the Manage Editors activity as needed as described on Page 1. 					Be sure to complete the final steps outlined here to submit your Request for review.			
Add Chair/Director and Dean Approvers						Request Types VISA and VISITORS require chair and dean approval.		
On the left navigation panel on the workspace, select							This step must be done <u>twice</u> .	
Manage Ancillary Reviews					Once to add "Chair/Director Approval" and again to add "Dean Approval."			
1. * Identify each organization or person who should provide additional review: + Add					dditional	Click "Add" icon.		
Ancillary Person	Organiza- tion	Туре	Required	Accepted	Comments	Docu- ments	Date Submitted	



Add Ancillary Review

1. * Select either an Organization or Person as a Reviewer Organization: Person:	Enter the name of the chair or chair's designee who is responsible for submitting this type of request in RAMP. Organizations are not available.
2. Review Type:	Select "Chair/Director Approval" or "Dean Approval" as appropriate.
3. * Is a Response Required: O Yes O No Clear	Select "Yes"
Click OK.	
Repeat this step for de	an or dean's designee.
 Review and Submit: Please review the entered information for accuracy bef On the left side of the workspace, click on the "Submit" Only the named Responsible Party can submit the expo 	activity and click "OK". your Request for review.

<u>Departn</u>	nents requi	red to go through RAMP			
School Description Dept Description					
AVP Facilities	024000	Environmental Health & Safety			
AVP Public Safety	026000	Public Safety			
Office of the Provost	057050	Innovation Hub			
College of Arts & Sciences	059000	Ctr Ocean Atmos Prediction Stu			
College of Arts & Sciences	069000	Earth, Ocean & Atmospheric Sci			
College of Arts & Sciences	071000	Geophysical Fluid Dynamics Ins			
College of Arts & Sciences	073000	Inst of Molecular Biophysics			
College of Arts & Sciences	074000	Biological Science			
College of Arts & Sciences	074006	Biology Psychobiology			
College of Arts & Sciences	075000	Chemistry & Biochemistry			
College of Arts & Sciences	080000	Computer Science			
College of Arts & Sciences	081000	Mathematics			
College of Arts & Sciences	084000	Physics			
College of Arts & Sciences	086000	Nuclear Services			
College of Arts & Sciences	096000	Aerospace Studies			
College of Arts & Sciences	097000	Military Science			
Office of Distance Learning	107000	Office of Distance Learning			
Northwest Regional Data Center	112000	Northwest Regional Data Center			
The Graduate School	113015	Materials Science & Eng.			
College of Business	116000	Management Information Systems			
College of Business	116004	Ent, Strategy, & Info Systems			
College of Business	116005	B. Analytics InfoSys. S. Chain			
College of Arts & Sciences	137000	Scientific Computing			
College of Nursing	140002	Nursing Department			
College of Criminology	141000	Coll of Criminology & Crim Jst			
College of Criminology	141010	Crimn & Public Policy Reas Ctr			
Inst for Sci & Public Affairs	153000	Ctr for Biomed & Toxic Rsch			
College of Soc Sci & Pub Pol	166000	Geography			
International Programs	179000	International Programs			
Learning Systems Institute	186000	Learning Systems Institute			
College of Medicine	200000	Dean College of Medicine			
College of Medicine	200002	COVID Testing Operation			
College of Medicine	200003	COVID SAFER			
College of Medicine	201000	Medicine Instruction			
College of Medicine	201001	Medicine Info Technology			
College of Medicine	201003	Med Finance & Administration			
College of Medicine	201004	Med Public Affairs & Communica			
College of Medicine	201008	Med Facilities and Operations			
College of Medicine	201100	Clinical and Community Affairs			
College of Medicine	202000	Med Academic Affairs			
College of Medicine	202001	Medical Education			
College of Medicine	202002	Medical Library			

College of Medicine	202003	Med Clinical Learning Center
College of Medicine	202004	Med Faculty Development
College of Medicine	202005	Med Curriculum Devp Evaluation
College of Medicine	202006	Graduate Medical Education
College of Medicine	202008	Med Outreach & Advising
College of Medicine	202009	Medicine Student Affairs
College of Medicine	202010	PA Program
College of Medicine	202011	Instructional Design and Media
College of Medicine	202100	COM Residency Prog Administrat
College of Medicine	202101	COM OBGYN Residency Program
College of Medicine	202102	COM Pediatric Residency Prog
College of Medicine	202103	TMH Internal Med GME Program
College of Medicine	202104	LMHS Family Med GME Program
College of Medicine	202101	DA-TLH Dermatology GME Program
College of Medicine	202106	TMH General Surgery GME Prog
College of Medicine	202107	DA-TLH Dermatology Residency
College of Medicine	202107	SMH Internal Medicine
College of Medicine	202109	SMH Emergency Medicine GME Pro
College of Medicine	202103	WHH Family Medicine GME Progra
College of Medicine	202110	AC Psychiatry GME Program
College of Medicine	202111	TMH Internal Medicine Archbold
College of Medicine	202112	
	202113	LH Psych Fellowship Program
College of Medicine		SMH Hospice & Palliative Care
College of Medicine	202115 202116	LH Internal Med CC GME Program
College of Medicine		SMH Emergency Medical Services
College of Medicine	202200	FMPP Operations COM Clinical Services Admin
College of Medicine	202300	
College of Medicine	202400	FSU SeniorHealth
College of Medicine	202403	FSU PrimaryHealth
College of Medicine	202404	FSU Behavioral Health(TM)
College of Medicine	202500	Interdisciplinary Medical Sci
College of Medicine	203001	Medicine Orlando
College of Medicine	203002	Medicine Pensacola
College of Medicine	203003	Medicine Sarasota
College of Medicine	203004	Medicine Tallahassee
College of Medicine	203005	Medicine Rural Track
College of Medicine	203006	RMS Campus - Daytona Beach
College of Medicine	203007	RMS Campus- Ft Pierce
College of Medicine	203008	Immokalee Med Sc Training Site
College of Medicine	203009	Panama City Med Sch Training S
College of Medicine	204000	Medicine Biomedical Sciences
College of Medicine	205000	Medicine Clinical Sciences
College of Medicine	205001	Autism Institute
College of Medicine	206000	Family Medicine & Rural Health
College of Medicine	206001	Rural Medical Education Dvlpmt
College of Medicine	207000	Geriatric Medicine

College of Medicine	207002	Center for Medicine and Law
College of Medicine	208000	Behavioral Sci and Social Med
College of Medicine	208003	Medicine Health Affairs
College of Medicine	208004	Center for Integrated Health
College of Medicine	208006	Translational Behavioral Resea
College of Medicine	209000	MED Research & Grad Prgms
College of Medicine	209003	Med Outreach & Advise Archive
College of Medicine	209005	Translational Science Lab
College of Medicine	209006	MRI Facility
College of Medicine	210000	Med Health Affairs Archive
College of Medicine	211000	Med Student Affairs Archive
College of Engineering	212000	Dean College of Engineering
College of Engineering	212004	Engineering Machine Shop
College of Engineering	212006	Engineer Comp & Multimedia Svc
College of Engineering	212007	Engineering Library
College of Engineering	212008	Engineer Undergrad Acad & Stdt
College of Engineering	212016	Engineering Marketing
College of Engineering	213000	Challenger Learning Center
College of Engineering	214000	Chemical Engineering
College of Engineering	215000	Civil & Environmental Engineer
College of Engineering	216000	Electrical & Computer Engineer
College of Engineering	217000	Industrial & Manufacturing Eng
College of Engineering	218000	Mechanical Engineering
College of Engineering	218004	Mech Engineering Lab
Office of Research	219000	VP Research
Office of Research	224000	FSU Coastal & Marine Lab
Office of Research	225000	Ctr for Advanced Power Systems
Natl High Magnetic Field Lab	227000	Natl High Magnetic Field Lab
Office of Research	260000	Florida Climate Institute
Office of Research	262000	Ctr Genomics&Personalized Med
College of Engineering	283000	FL CTR for ADV Aero-propulsion
College of Engineering	283200	Aero, Mech, Energy Center
Panama City Campus	301280	PCC Computer Science
Panama City Campus	301900	PCC College of Applied Studies
Panama City Campus	301910	PCC Public Safety & Security
AVP Financial Services	305050	PCC Police & Public Safety
College of Arts & Sciences	563000	Program in Neuroscience

- 1. <u>All faculty</u> occupying a salaried position regardless of job code;
- 2. Staff positions residing in the job family, **Scientific & Research Services**;

<u>AND</u>

3. OPS appointments in the following job codes:

Job Code	Job Code Description		
004	Research Assistant (non-laboratory)		
005	Laboratory Assistant		
020	Professional Research Assistant		
A024	Undergraduate Research Assistant (related to student's degree)		
M9182	Graduate Research Assistant		
M9184	Graduate Teaching Assistant		
W9185	Graduate Assistant in Teaching		
Z9185	Graduate Assistant in Professional		
M9189	Postdoctoral Scholar		
Faculty Job Code	Faculty Job Code Description		
908040	Research Faculty I Adj		
908090	Res Faculty I V. in Lieu Adj		
9080AO	Research Faculty I OPS		
908140	Research Faculty II Adj		
908190	Res Faculty II V. in Lieu Adj		
9081AO	Research Faculty II OPS		
908240	Research Faculty III Adj		
908290	Res Faculty III V. in Lieu Adj		
9082AO	Research Faculty III OPS		
916040	Adjunct Scholar Scientist		
916090	Scholar_Scientist 9 Mo OPS		
9160AO	Scholar_Scientist 12 Mo OPS		
916140	Adjunct Asoc Scholar_Scientist		
916190	Asoc Scholar_Scientist 9Mo OPS		
9161AO	Asoc Scholar_Scient 12Mo OPS		
916240	Adjunct Asst Scholar_Scientist		
916290	Asst Scholar_Scientist 9Mo OPS		
9162AO	Asst Scholar_Scient 12 Mo OPS		
916540	Sr Research Assoc Adj		
9165AO	Sr Research Assoc OPS		
916640	Adjunct Research Asoc		
916690	Research Asoc 9 Mo OPS		
9166AO	Research Asoc 12 Mo OPS		
916740	Assoc in Research Adj		
916790	Assoc in Res V. in Lieu Adj		
9167AO	Assoc in Research OPS		
916840	Asst in Research Adj		
916890	Asst in Res V. in Lieu Adj		
9168AO	Asst in Research OPS		

4. Courtesy appointments in the following job codes:

Job Code	Job Code Description
H9160	Scholar Scientist
H9161	Assoc. Scholar Scientist
H9168	Assistant in Research
H9182	Graduate Research Assistant (Courtesy)
H9185	Graduate Teaching Assistant (Teaching)
H9189	Postdoctoral Assoc (Courtesy)