VAR Email Template for Visitor
We recommend you send a version of this email to new visitors. This includes an example of the email that is sent to the Visitor from Visitor Access Request.

Hello,

I hope this email finds you well. This is to advise you that you will soon be receiving an email from **Caltech VAR** (caltech@service-now.com) with a link to complete a visitor application as part of your visitor assignment at Caltech.

When creating your credentials for the VAR system, you will need to use the email associated with your request. This would be the same email address where you received VAR communication.

If your full email address is not provided, you will get an error message.

Below is an example of the email you will receive. Please complete your application promptly, to ensure your request is processed timely and successfully.

Example:

> **Caltech**
> Visitor Access Request
>
> Dear Visitor Name,
>
> We have received a request to process you as a **Visitor Type** at Caltech.
> Please find assignment details below:
>
> - **Division/Department:**
> - **Sponsor:**
> - **Co Sponsor:**
> - **Start Date:**
> - **End Date:**