VAR: Initiate a VAR Request (Copy)

This guided instruction is based on the example from "Identify visiting appointment type":

Hi Admin Name,

One of my collaborators, a professor from the University of Washington, will be visiting for the month of January. His name is Wile E Coyote, and his email is: wilecoyote@uw.edu.

Can you please get the paperwork started?

Thank you,
Sponsor Name

1 Navigate to **https://access.caltech.edu/home/home.s#**
Click "Visitor Access Request (VAR)".
If not starred, it can be found under Administrative Services.

2   Click "Initiate a Visitor Request"

Quick links

Initiate a Visitor Request

My active items

To Do   0 >

Returned Visits   0 >

3   Select the Type of Visitor
Note: The workflow varies per type of visitor. This is a crucial step
Tip: HPC Guest will be a Guest Collaborator

Visit Application

* Indicates required

* Name of Division/Department Form Preparer

Stefany Nielsen   ✕ ▾

* Type of Visitor

-- None --   ▴

🔍

-- None --
Visitor
Visiting Professor
Visiting Associate
External Affiliate
Guest Collaborator
Volunteer

▾

☐ * Check here if this is a new Visitor

4   Newer question. Always check with the sponsor.

*Will the visitor be interacting with minors? ❓

If yes, the individual will need to be cleared for Mandated Reporter. If this request is for the Athletics department, please indicate Yes.   ✖

-- None --   ▲

🔍

-- None --

Yes

No

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5   **Tip:** Almost all visitors will participate in research or require lab training. In doubt, check with Stefany Nielsen. The answer impacts the workflow for sponsor and visitor.

*Will the visitor participate in research or require lab training at Caltech? ❓

If the Visitor will perform or collaborate on research or require lab research training at Caltech, the answer should be "yes."   ✖

◉ Yes   ○ No

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6   If the visitor is processed in VAR for the first time, click "Check here if this is a new Visitor".
In doubt, check that they do not show in the list of entered visitors ("Select the Visitor").

Visitor

*Select the Visitor

▼

☐ *Check here if this is a new Visitor ◀ or the visitor is not in the list

7 **Note:** Use a non-Caltech email even if the visitor already has a Caltech email; that will prevent communication issues with VAR/HR.

UID ❓

If entering a UID, please omit any leading zeros. ✖

* Last Name

Coyote

* Email of Visitor Applicant

wilecoyote@uw.edu

* First Name

8 Enter Faculty/Sponsor name
Tip: start typing the first name

Faculty/Sponsor

* Name of Faculty/Sponsor

stefany

Stefany Nielsen   snielsen@caltech.edu

9 Faculty/Sponsors are encouraged to complete their own online application (and some have already). It may even be easier since the online form has more information to some confusing questions, which the fillable questionnaire does not have.

However, they may want a delegate instead (i.e., their group Admin). Please check with the sponsor what they want to do.

*Will a delegate for the Faculty/Sponsor complete the application? ❓

● Yes   ○ No

*Please select the Support Staff Member

Venus

Venus Jones   vjones@caltech.edu

10 Enter the following for guests/volunteers: BBE Administration; Enter the following for visitors: BBE Postdocs and Visitors; Enter the following for visiting associates: BBE Faculty

NOTE: DO NOT USE BBE RESEARCH STAFF OR GRAD STUDENTS

*Division or Department

bbe

BBE Administration

BBE Faculty

BBE Graduate Students

BBE Postdocs and Visitors

BBE Research Staff

11 In doubt, check with the sponsor or visitor. Do not guess as the VAR compliance workflow varies based on the answer.

*Will the visitor be remote or on campus?

-- None -- ▲

🔍

-- None --
Hybrid
On campus
Remote 100%

12 Enter the visit start date and click "OK".

Visit Dates
*Proposed Start Date   *Proposed End Date ⓘ

📅

If the visitor will be on campus for ten days or less, it is up to the Division or Department to maintain documentation on the individual ...oses. ✖

‹ **January 2026** ›   not apply to minor volunteers.
Su Mo Tu We Th Fr Sa
28 29 30 31 1 2 3
4 5 6 7 8 9 10   📅
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31
1 2 3 4 5 6 7
Cancel OK

13 Enter the visit end date and click "OK".
Note: If the visitor will be on campus for ten days or less, it is up to the group to maintain documentation emergency contact information. If building access is necessary, please contact Stefany Nielsen.

Visit Dates
*Proposed Start Date   *Proposed End Date ⓘ

01/01/2026   📅   If the visitor will be on campus for ten da
                                           Division or Department to maintain docu
                                           for safety/security purposes.

                                           Please note - this does not apply to min

                                           01/31/2026

‹ **January 2026** ›
Su Mo Tu We Th Fr Sa
28 29 30 31 1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31
1 2 3 4 5 6 7
Cancel OK

For Visitor and Visiting Associate appointments, you will be asked the following questions:

Academic Appointment

*Stipend Fees/Reimbursements:

-- None --

-- None --
Stipend (non-payroll)
Financial Support for visa fees
No Stipend Fees/Reimbursements
Other

*Health Insurance:

-- None --

-- None --
Caltech "Institution Portion Only" insurance coverage paid. (Visitor to pay the staff rate portion)
None provided from Caltech
Other

14 **Tip:** Save as Draft before continuing in case there is an issue when submitting the request so that the information is saved.

*Proposed End Date ❓

If the visitor will be on campus for ten days or less, it is up to the Division or Department to maintain documentation on the individual for safety/security purposes.

Please note - this does not apply to minor volunteers.

Show Calendar for Proposed End Date

01/31/2026 📅

💾 Save as Draft

Submit

15 The next step will be to complete the Sponsor/Delegate application. VAR will send an email to the Sponsor and delegate if applicable with a direct link.

If a delegate will be completing the application, have the sponsor complete the Faculty Sponsor/Co-Sponsor Information Form for data entry.