

# 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

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

**Your Online Applications**

**Self Service**

- ✓ **Caltech CampusOptics**  
Campus EH&S Management System
- ✓ **Caltech COVID-19 Reporting**  
Caltech COVID-19 Reporting
- ✓ **Caltech Help**  
Submit and track support requests for IMSS, Card Office, Procurement, and GPS.
- ✓ **Caltech Mobility Survey**  
Annual Caltech Mobility Survey
- ✓ **Disclose Disability Status (IE and Safari and Adobe Reader Plugin)**  
View and modify your disclosure disability status
- ✓ **Duo Registration and Management**  
Duo self-registration and service management
- ✓ **Electronic Paycheck Stub (Online Payslip)**  
View your electronic paycheck stub. Mac users should use Firefox or Chrome.
- ✓ **Electronic W2 (Online W2)**  
View your electronic form W2: Wage and Tax Statement. Mac users should use Firefox or Chrome.
- ✓ **Facilities Service Requests**  
Submit facilities service requests (replaces AIM Customer Portal)
- ✓ **Gym Membership**  
Gym membership management
- ✓ **Housing Turnover Portal**  
Historic service request data (replaced by Facilities Service Request)

**Favorites**

- ✓ Box
- ✓ Caltech Card
- ✓ CardQuest
- ✓ Disclosure of Financial Interests and Commitments
- ✓ Division Personnel Management
- ✓ Electronic Paycheck Stub (Online Payslip)
- ✓ Electronic W2 (Online W2)
- ✓ Email & Calendar - Office 365 Exchange
- ✓ Financial Queries
- ✓ MyBenefits
- ✓ SharePoint
- ✓ TIAA Account Overview
- ✓ Time Keeping (Kronos)
- ✓ TQFR (aka Caltech Course Experience Questionnaire) Reports
- ✓ **Visitor Access Request (VAR)**

To add an application to your favorites list, click on the star to the right of the application link.

## 2 Click "Initiate a Visitor Request"



### Quick links



### 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

- 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

- 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

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**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

\* Email of Visitor Applicant

\* First Name

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Enter Faculty/Sponsor name

**Tip:** start typing the first name

Faculty/Sponsor

\* Name of Faculty/Sponsor

Stefany Nielsen

snielsen@caltech.edu

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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

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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

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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%

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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. If the visitor will be on campus for more than ten days, it is up to the Division or Department to maintain documentation on the individual. Please note - this does not apply to minor volunteers.

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

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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

01/01/2026

\*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. If the visitor will be on campus for more than ten days, it is up to the Division or Department to maintain documentation on the individual. Please note - this does not apply to minor volunteers.

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1	2	3	4	5	6	7

Cancel OK

01/31/2026



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

The screenshot shows two side-by-side form sections. The left section is titled 'Academic Appointment' and contains a dropdown menu for '\* Stipend Fees/Reimbursements:' with options: '-- None --', Stipend (non-payroll), Financial Support for visa fees, No Stipend Fees/Reimbursements, and Other. The right section is titled '\* Health Insurance:' and contains a dropdown menu with options: '-- None --', Caltech "Institution Portion Only" insurance coverage paid. (Visitor to pay the staff rate portion), None provided from Caltech, and Other.

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

The screenshot shows a form field for '\* Proposed End Date' with a help icon. Below the field is a text box containing: '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.' A tooltip 'Show Calendar for Proposed End Date' is visible next to a calendar icon. The date '01/31/2026' is entered in the field. At the bottom, there is a 'Save as Draft' button and a 'Submit' button.

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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.