

Find below a set of recommendations and guidance we assembled to make your guest appointment registration as smooth and as fast as possible. It is important for you to **get all the required information in advance** (such as a CV for Foreign Nationals, make sure you have both home and affiliation address correct, ...).

To register for a remote user guest appointment, apply online here:

<https://guest.bnl.gov/>

If you have been to or accessed BNL or its systems before and have a guest number, use the green box “Renew Appointment.” If you are new, use the orange box, “New Registration.” If you don’t finish your registration, you can return later and click on the blue box, “Continue Registration” and use the temporary tracking number (GR number) you were issued.

NOTE: If you are a permanent resident of the US (green card holder), you must say YES to the question asking if you are a foreign national.

A Curriculum Vitae (CV) is required for all foreign nationals. The guest registration form will require you to upload a CV into the form (PDF format). If you do not have a CV, you can use the [template](#) provided to the middle right of the [Guest Registration webpage](#). The instructions there also specify *“Please be sure you have listed all educational institutions attended, as well as all work experience, after secondary (high) school or equivalent. Experiences should be listed with month and year started and ended. If there is one month or more where there is no education and work experience, please list the dates and the activity/activities going on during that time.”* - the key is **no gaps!**

You will receive an automated email acknowledging your registration was received, along with the temporary tracking number (GR number), as well as an email when your request is approved. Please read the email carefully as it contains further instructions that are important.

Remote access versus Physical Access

During the registration process, you will be asked for the type of access. It can be remote or physical access.

If you think you may come to BNL for a visit one day, then under “Type of Access Requested” please select “*Remote and Physical Access*”. This will allow authorizing remote work as soon as possible. The process for full Physical access to the site will proceed in parallel (there will be no need to wait for the result of the vetting process). If you don't intend to visit the site anytime soon, you may select “*Remote Access*” (you can always update your request to Physical Access in future months or years as the need arises).

Please use these answers to selected questions to streamline your application:

Form Questions	Insert the Following
Home Address, Affiliation Address:	<i>Be sure to list your home address where requested, and your affiliation address where requested. Do not put the same address in both questions or this will delay your approval.</i>
Anticipated Start Date of Your Visit to BNL:	<i>Enter date you wish access, including remote access, to start</i>
Anticipated End Date of your Visit to BNL:	<i>Enter Date two years from above</i>
Estimate Days: How many days do you estimate a need to access BNL or its systems?	<i>Select Intermittently <180 days</i>
Purpose of Visit:	<i>Research</i>
Subject Code for the Visit/Assignment:	<i>Nuclear Physics</i>

Justification:	Remote access research for Electron Ion Collider using the Scientific Data Computing Center (SDCC). Specific topics to be researched are [<i>insert a brief description of at least one topic</i>]
First Name of BNL Host for Visit/Assignment:	<i>Thomas</i>
Last Name of BNL Host for Visit/Assignment:	<i>Ullrich</i>
BNL Department Associated with: <i>For guests, associated to a RHIC experiment or who will come to BNL to work with a BNL host (EIC member)</i> <i>For SDCC remote users doing EIC related work (computer scientists, ...)</i>	<i>RHIC</i> <i>Physics (PO)</i>
Facility being requested to Conduct Research: <i>For guests, associated to a RHIC experiment or who will come to BNL to work with a BNL host (EIC member)</i> <i>For SDCC remote users doing EIC related work (computer scientists, ...)</i>	<i>EIC</i> <i>SDCC</i>
Beam line/experiment being requested:	<i>None</i>
Type of Access Requested:	<i>Remote and Physical Access</i>
What type of Research or Work will the visitor/assignee be working on:	<i>Open Research</i>

Guidance for Remote Users

In addition to registering for remote access at Brookhaven National Laboratory, you will be contacted for the following:

- Guest Intellectual Property and Attestation (GIPA) form:
 - Read page 1 and answer the questions on page 2. If the answer is No, please remember to still sign the lower half of page 2 and fill in the other requested information (printed name, date, GR# or guest #). Then read pages 3 and 4, and fill out and sign the bottom of page 4. Please have someone who knows you sign the witness line.
 - You will then scan a copy of the form and save as a PDF, preferably.
- Identification (ID) requirements
 - Refer to the Identification Document required as explained on the Guest, User, Visitor Center website, here: <https://www.bnl.gov/guv/id.php>
 - Scan copies of all required documents. Remote users located outside the USA will not need to provide copies of identification documents.

The GIPA and ID documents must be uploaded to a secure site for the GUV Center to collect them. You will receive two emails, one to explain what to do and that the site will be sent to you, and the second email with the actual site link. Once you have completed uploading the documents, the GUV Center will collect them and then destroy your folder on the site.

After your guest registration form is approved, you will receive an email with further instructions, which includes the online training requirements (Cyber Security training and Cyber Security agreement) as well as how to apply for the computer account. Please follow the instructions and links but whenever you end with two choices for two separate account types, please choose the “**SDCC account**” option. [Alternatively, go directly to this link and avoid any confusions.](#)