

CALIFORNIA INSTITUTE OF TECHNOLOGY

Request for fsaATLAS System Access

1. ADD  CHANGE  DELETE

2. Employee  Temporary  Student  Consultant  \_\_\_\_\_ Other \_\_\_\_\_  
(company name)

3. TO BE EFFECTIVE: Beginning date: \_\_\_/\_\_\_/\_\_\_  
Ending date: \_\_\_/\_\_\_/\_\_\_ OR check if Employee

**NOTE: An ending date is required unless the user is an Employee. This date can easily be extended by the Approver.**

4. User Information:

Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_  
 Mail Code: \_\_\_\_\_ E-Mail: \_\_\_\_\_ CALTECH ID# \_\_\_\_\_  
 Phone Ext. \_\_\_\_\_ FAX \_\_\_\_\_  
 Department \_\_\_\_\_  
 Department Supervisor \_\_\_\_\_ Phone Ext. \_\_\_\_\_

**5. Access and Responsibilities**

**Group Access**

Choose group(s):

**Group 1 - International Scholar Services**

**Group 2 - International Student Programs**

**Group 3 – Functional and Configuration Access:**

- A.**       Create Form Letters       Form Templates       Manage e-Mail Alerts
- Advisor Notes Access       Can be assigned to Task & Appointments
- B.**       DataLink Operator
- C.**       Configure Campus/Department Structure       Configure Employers       Report Writer Administrator
- Maintain Select Box Values       Maintain Custom Fields       Configure Campus DataLink

**Group 4 - Security:**       Configure User Permissions and Roles

**Student/Scholar Record and/or SEVIS Access Level Permissions**

Choose access level (**only one of these six may be selected**):

- Level I: View Only
- Level II: Read and Write
- Level III: Create Forms (includes read and write)
- Level IV: Sign/Approve SEVIS Events **without** SEVIS User ID (cannot approve, sign or submit events for batch; can edit/delete reports).
- Level V: Sign/Approve SEVIS Events **with** SEVIS User ID\* (can edit/delete reports).
- Level VI: Upload and Download Batches **with** SEVIS User ID\* (includes sign, approve and submit events for batch can edit/delete reports).

\*SEVIS User ID: For F or M Visa Students # \_\_\_\_\_ For J Visa Students or Scholars # \_\_\_\_\_

**6. Document Signers: Complete the requested data for each form you are authorized to sign. This data will be entered automatically when forms are created.**

I-129 Signer	circle YES or NO If YES, then complete the following lines:
Title Appearing on I-129:	
I-129 Address Line 1:	
I-129 Address Line 2:	

I-129 City:		I-129 State:
I-129 ZIP:		I-129 Country:
I-538 Signer	circle YES or NO If YES, then complete the following lines:	
I-538 Title:		
I-538 Phone:		
I-140 Signer	circle YES or NO If YES, then complete the following lines:	
I-140 Title:		
I-140 Address Line 1:		
I-140 Room:		
I-140 City:		I-140 State:
I-140 Country:		I-140 Zip:
I-140 Email:		I-140 Phone:
I-907 Signer	circle YES or NO If YES, then complete the following lines:	
I-907 Title:		
I-907 Address Line 1:		
I-907 Address Line 2:		
I-907 City:		I-907 State:
I-907 ZIP:		I-907 Phone:
I-9 Signer	circle YES or NO If YES, then complete the following lines:	
I-9 Title:		
I-9 Organization Name:		
I-9 Address Line 1:		
I-9 Address Line 2:		
I-9 City:		I-9 State:
I-9 ZIP:		I-9 Country:

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7. REQUESTED BY: (print name) \_\_\_\_\_ Phone ext. \_\_\_\_\_

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8. APPROVED BY:

Group 1, 2, or 3: Ilana Smith  
Group 4: RuthAnne Bevier

signed: \_\_\_\_\_ dated: \_\_\_\_\_