



Request for ISSM 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:

7. REQUESTED BY: (print name) _____ Phone ext. _____

8. APPROVED BY:

Group 1, 2, or 3: Ilana Smith

Group 4: RuthAnne Bevier

signed: _____ dated: _____