



## Student Guest Agreement

### Program Overview

The Student Guest program is a year-round educational program that allows students (both undergraduate and graduate) to use Los Alamos National Laboratory (LANL) facilities or resources to meet their academic requirements. Student Guests must not perform any hands-on work that is primarily intended to support or benefit LANL programmatic efforts. Student Guest Agreements may be in place for up to 1 year and may be renewed only if the purpose for the extension/renewal still meets program guidelines. Student Guests do not receive compensation or salary payments; however, they may be eligible to receive travel, per diem, lodging, and rental car reimbursements for periods not to exceed a total of 120 days per 12-month period.

*Student Guests must provide proof of vaccination against COVID-19 whether working onsite or offsite.*

*Note: Consecutive or extended assignments do not constitute additional reimbursement for travel expenses in Los Alamos unless the Student Guest has been away from Los Alamos for a minimum of 60 days. Intermittent visits are allowed.*

### Privacy Notification

LANL requests the information on this form for administrative purposes. The Human Resources Division is responsible for maintaining the information contained on these forms. Furnishing the requested information is voluntary, but failure to provide all or part of the information may result in LANL's inability to process the Student Guest Agreement. LANL staff responsible for related personnel functions may use the information furnished by you. The information may be furnished to third parties, including state and federal officials, as required by law. You have a right to review your own records in accordance with LANL policy. Information on this policy may be obtained from the Human Resources division leader or the designated representative.

### Distribution

The Host Organization is responsible for completing this form and distributing a signed copy to the Student Guest and to the Human Resources Office of Diversity and Strategic Staffing, Guest Agreements Office to [guestagreements@lanl.gov](mailto:guestagreements@lanl.gov).

Student Guest Agreement Purpose	
1. Is this Student participating in a formal, non-LANL, fully funded educational program that has been recognized by the Student Programs Office in the Partnerships & Pipeline Office (PPO)? No        Yes        Name of program: <i>If yes, skip questions 2–5, and proceed to "Required Attachments."</i>	
2. Will the Student be performing hands-on work <b>primarily</b> intended to support or benefit LANL programmatic efforts? Yes        No	
3. Will the Student be performing work that is similar to a LANL Employee (including LANL students)? No        Yes        Student Name:        Student Z Number: <i>If you answered "Yes" to question 2 or 3, STOP; the student must be hired as a student employee (Undergraduate Student [UGS], Graduate Research Assistant [GRA], etc.)</i>	
4. What is the anticipated duration of the agreement?	
5. Will the Student receive full or partial funding from his/her university or other source?        Yes        No	
Host Acknowledgment	
Host: I certify that my answers to the agreement purpose questions above are correct and meet the Student Guest Agreement guidelines in Policy P709-3. Initial:	

*Note: This form shall be protected as Triad Employment Sensitive and/or Triad Employment Sensitive/PII when one or a combination of the following personal information is revealed in a Triad record: education, salary, medical history, employment history, Social Security number, date and place of birth, or mother's maiden name.*

Required Attachments			
<ul style="list-style-type: none"> <li>The following required documents must be attached to this form. <ul style="list-style-type: none"> <li>Résumé</li> <li>Transcripts (official or unofficial)</li> <li>Copy of online Student Work Plan (<a href="https://studentworkplans.lanl.gov/">https://studentworkplans.lanl.gov/</a>)</li> </ul> </li> <li>Send proof of vaccination against COVID-19 (copy of vaccination card) to <a href="mailto:medical_records@lanl.gov">medical_records@lanl.gov</a> only. Do not include proof of vaccination with this form.</li> </ul> <p>For questions or assistance regarding this form, please call the Guest Agreements Office at 505-667-6633.</p>			
Student Guest Information			
Student Guest's Full Legal Name ( <i>Last, First, Middle</i> )		Z Number	Email Address
Student Guest's Mailing Address ( <i>Street, City, State, ZIP</i> ) ( <i>Reimbursement will be mailed to this address</i> )			Phone Number ( <i>with area code</i> )
Citizenship	Date of Birth	Social Security Number	Former LANL Employee? Yes      No
University/College Name	University/College Address ( <i>Street, City, State, ZIP</i> )		
Sponsoring Org ( <i>Group Name</i> )	Host ( <i>Name, Z Number</i> )	Group Admin ( <i>Name, Z Number</i> )	
Agreement Details			
Agreement Dates* ( <input type="checkbox"/> Check box if intermittent visits are allowed)  to		FVTS Approved	
		Yes      No      N/A	
		Visa Type ( <i>if applicable</i> )	
		Org Code ( <i>Cost Center</i> )	
<i>*If Student Guest is a foreign national, dates must be within approved Foreign Visit Tracking System (FVTS) dates.</i>			
Statement of Research Objectives ( <i>Must be for the primary purpose of allowing the student to use LANL facilities or resources to meet their academic requirements. Student Guests must not perform any hands-on work that is primarily intended to support or benefit LANL programmatic efforts.</i> )			
Will LANL sponsor the Student Guest's J-1 exchange visitor status?      Yes      No			
If you require assistance with this question, please send an email to LANL's Immigration Services Office (ISO) at <a href="mailto:immigration@lanl.gov">immigration@lanl.gov</a> .			
If you marked "Yes," the Guest Agreements Office will provide a copy of the approved agreement to ISO so that the required immigration documents are prepared for your student guest.			

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**Travel Reimbursement (to be completed by the hosting organization)**

If you answered "Yes" to Question 1 (Page 1), the Student Guest is not eligible for reimbursement of travel costs to/from Los Alamos.

Will transportation to/from Los Alamos be reimbursed?      Yes      No

Student Guest may be eligible for reimbursement of travel costs in Los Alamos if all of the following apply:

- Student is maintaining a permanent residence more than 50 miles from Los Alamos.
- Student will incur costs for temporary housing during the Guest Agreement.
- Student will not reside in a home owned or leased by a family member.

Based on the above criteria, is the student eligible for travel reimbursement in Los Alamos?      Yes      No

If "Yes," about how much will they receive for the duration of the appointment while in Los Alamos?

For expenses in Los Alamos, reimbursements may not exceed 120 days per 12-month period.

*Note: Consecutive or extended assignments do not constitute additional reimbursement for travel expenses in Los Alamos unless the Student Guest has been away from Los Alamos for a minimum of 60 days.*

Maximum reimbursement not to exceed      . (optional)

If travel is authorized, the Student Guest must complete [Form 1127-A](#), "Guest Travel Expense Worksheet," and submit it to the FA Disbursements Office, [affiliates@lanl.gov](mailto:affiliates@lanl.gov). For questions, call 505-667-5197.

**Student Guest Acknowledgment**

**Rules and Regulations, Release, and Termination**

I agree to observe and conform to all rules and regulations including security, health, and safety rules presently in effect at LANL or as they may be amended from time to time. I agree to safeguard all privileged and proprietary information. I hereby release Triad, the United States of America, their officers, their employees, and their agents from liability for personal injuries to me or for damage to my property that is not due to the fault of Triad, its officers, its employees or its agents. This agreement may be terminated by either party at any time.

I further understand that the activities being performed by me while under this Student Guest Agreement are for the purpose of meeting my own academic requirements.

**Patent Rights and Data Agreement**

I, undersigned, as a condition to and in consideration of access to facilities and information at the Los Alamos National Laboratory, agree as follows: that I will promptly furnish to Triad National Security, LLC (Triad) complete information concerning any and all inventions or discoveries conceived or made by me in the course of or as a result of said access to facilities and information, and I will waive any right or claim to pecuniary award or compensation under the provisions of the Atomic Energy Acts of 1946 and 1954 regarding such inventions or discoveries; that the U.S. Department of Energy (DOE) and Triad have the authority to determine whether and where a patent application shall be filed and to determine the disposition of the title to and rights under any application or patent covering such inventions or discoveries; that I will execute all documents and do all things necessary and proper to carry out this agreement, and that all drawings, reports, notebooks, and other scientific or technical information of every description relating to or deriving from my work in connection with this association shall be subject to inspection by Triad and the government at all reasonable times and will be usable by the government for any purpose whatsoever without claim on the part of me, the undersigned, for compensation; that regarding any data acquired through such access that I wish to publish as a scientific or technical article, I will secure a patent review before publication in accordance with Laboratory policy; that I will promptly furnish to Triad or DOE complete information concerning technical data or computer software produced in the course of or as a result of said access to facilities and information, wherein copyright may be asserted for purposes of technology transfer, and I will waive any right or claim to pecuniary award or compensation for such technical data or computer software; that regarding scientific or technical articles, Triad will waive copyright to the author subject to a government reserve license; that regarding patents, copyright software, or technical data

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for technology transfer purposes, the inventor or author will be treated as “employee-like” in accordance with the DOE advance waiver regarding employee-like persons and Triad intellectual property royalty-sharing policies.

Student Guest Signature	Name	Date
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### Host / Mentor Acknowledgment

I understand that the Student Guest (*initial each of the following*):

- is meeting their own academic requirements;
- is not to perform any hands-on work primarily intended to support or benefit LANL programmatic efforts;
- must either stop working or be hired as a student employee (Undergraduate, Graduate Research Assistant, etc.) if more than incidental benefits are received by LANL through the Student Guest’s contribution of hands-on work; and
- is not currently being considered for LANL employment in my organization.

Host/Mentor Signature	Name	Date
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### Division Level Management Acknowledgment

By approving this action, I am doing so on behalf of the DOE and NNSA, and I recognize my responsibilities as a Division Leader–level (or above) manager regarding (*initial each of the following*):

- reviewing the Student Guest’s access to administrative computing systems to ensure that access granted is appropriate;
  - ensuring that the activities being performed by this Student Guest are for the purpose of meeting their own academic requirements and that they will not perform any hands-on work primarily intended to support or benefit Laboratory programmatic efforts; and
  - notifying Human Resources if the Student Guest’s work becomes more than an incidental benefit to the Laboratory so that the appropriate hiring action can be taken (Undergraduate, Graduate Research Assistant, etc.).
- I acknowledge that this Student Guest is not currently being considered for LANL employment in my organization.
- Proof of COVID-19 vaccination (copy of vaccination card) has been sent to [medical\\_records@lanl.gov](mailto:medical_records@lanl.gov).

Division Leader Signature	Name	Date
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