Important Links to Note

Objective: Direct sponsored guests or their admins to the necessary forms.

The following guide will explain what forms need to be completed for a Sponsored Guest. A Guest might fall into three categories:

1. If the Guest's destination is anywhere outside of the United States or their country of origin, they will need to fill out the FTA form (whether they attend a conference or not).

2. If the guest's destination is anywhere within the United States or their home country and they are attending a conference, they will need to fill out the Conference/Event Submission form.

3. If the guest's destination is anywhere within the United States or their home country and they are not attending a conference, they do not need to fill out either form.