Computer Account Application for a non-WSU individual who will be visiting WSU for the purpose of obtaining an educational experience or to conduct research or perform a service

1. Before submitting a Computer Account Application for a non-WSU individual who will be visiting WSU for the purpose of obtaining an educational experience or to conduct research or perform a service (individual) to Computing and Telecommunications Services (CaTS), the submitting office/department must answer the following questions:
   • How long will the individual be here?
   • What will the individual be doing?
   • What is the individual’s title while at WSU?
   • Where will the individual be working (office, classroom, lab, etc.)
     o If lab, office/department to identify whether Environmental Health and Safety (EHS) has been consulted RE appropriate training.
       ▪ If EHS has not been consulted, office/department must consult EHS
   • Who will be supervising the individual?
   • Will the individual be paid and/or receive compensation from WSU?
     NOTE: If the individual will be paid and/or receive compensation from WSU, the position must be approved and posted before the office/department may make an offer.
       o If yes, is the person going to be an employee!? 
         NOTE: Regardless of whether the individual will be a paid employee, the individual must undergo a background screening.
           ▪ If yes, office/department to identify whether HR and Payroll Manager have been consulted.
             • If HR and Payroll Manager have not been consulted, office/department must consult HR and Payroll Manager.
             ▪ If no, office/department must consult Payroll Manager.
   • What is the individual’s immigration status?
     o If not a US citizen or lawful permanent resident, what is the individual’s visa category?
       o If not a US citizen or lawful permanent resident, office/department to identify whether University Center for International Education (UCIE) and Office of Research Compliance have been consulted.
         ▪ If UCIE and Office of Research Compliance have not been consulted, office/department must consult UCIE and Office of Research Compliance.
   • Who signed the application?
     o If not signed by appropriate office/department leadership (i.e., department chair or dean, vice president, director, etc.) application will be returned to the submitting office/department to obtain appropriate signature.

2. Once all questions have been answered, CaTS may process the application

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1 The determination of whether an employment relationship exists is based on federal regulations, not the classification assigned by the office/department.