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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

NPR 1371.2A

Effective Date: April
07, 2003

Expiration Date: June
30, 2011

[Printable Format \(PDF\)](#)

Request Notification of Change (NASA Only)

Subject: Procedural Requirements for Processing Requests for Access to NASA Installations or Facilities by Foreign Nationals or U.S. Citizens Who are Reps of Foreign Entities w/Change 1 (3/29/04)

Responsible Office: Office of Protective Services

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Chapter 4: NASA Exchange Visitor Program

4.1 General

Under the provisions of 22 CFR Part 62, and as approved by the Department of State, NASA is authorized to conduct an exchange visitor program and can authorize foreign nationals to be assigned to NASA Installations on J-1 exchange visitor visas. NASA has authority to sponsor two exchange visitor categories: Research Scholars and Government Visitors. The regulations regarding these categories and the exchange visitor program in general can be found at 22 CFR 62.1 through 62.90. NASA policy for the program is described herein.

4.2 Policy for Hosting a Foreign National under the NASA Exchange Visitor Program

4.2.1 For a foreign national to be considered for this program, the host Center or Component Facility must document its request (with appropriate justification) in a memo to the cognizant Enterprise or Functional Office at NASA Headquarters with a copy to the Security Management Division, Office of Security and Program Protection, and, in parallel, contact the Center International Visits Coordinator to enter the request in the NFNMS (using the NFNMS form for a NASA-sponsored Exchange Assignment). If the cognizant Headquarters Office endorses the request, the Office of Security and Program

Protection will review for final approval. If approved in principle, the Office of Security and Program Protection will prepare an international Space Act Agreement between NASA Headquarters and the foreign sponsoring entity (e.g., foreign space agency or foreign university) and, once executed, if all requirements associated with authorizing a J-1 visa have been satisfied, the authorization will be issued, covering the period of the approved assignment.

4.2.2 No NASA funding is provided to the foreign national under the NASA Exchange Visitor Program. All funding must come from the foreign sponsor or from personal funds, and NASA must assess if the funds being made available are sufficient to sustain the individual for the period of the assignment. NASA provides office space and supplies and, if necessary and approved pursuant to NPR 2810.1, computer and network access.

4.2.3 All NASA Exchange Visitors are to be approved by NASA Headquarters. Any questions regarding this program should be directed to the Director, Security Management Division, NASA Headquarters.

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