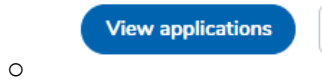
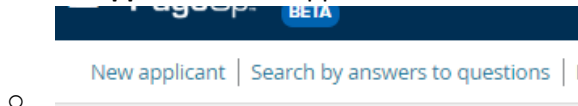


Add a Visiting Scholar to the Contractor Requisition

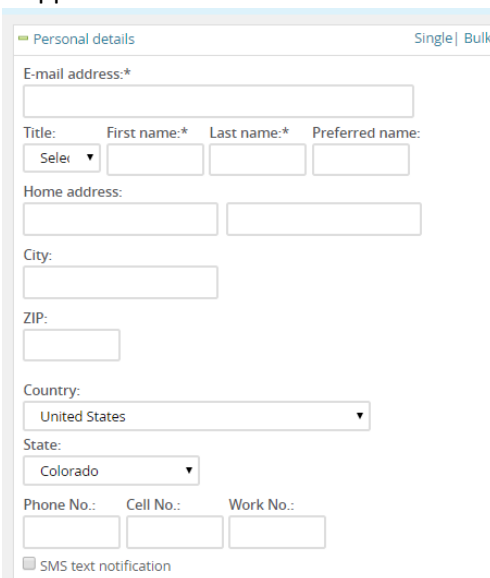
- Open the Job Card
- Select **view applications:**



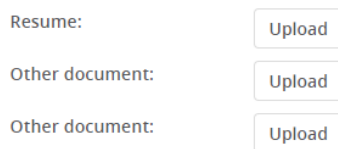
- Select **new applicant** in the upper left-hand corner:



- Enter the applicant's information

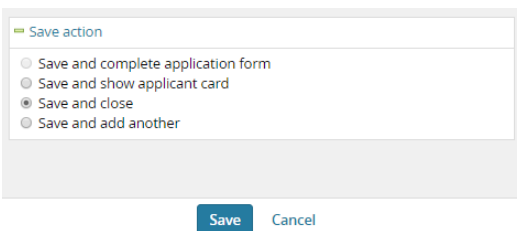
- 

- Attach all necessary paperwork for your visiting scholar:**

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- You will need to attach: CV and Export Control Questionnaire**

- The **Source** is "invite to apply"
- **Be sure to select "YES" to "do you want to disclose this application to the candidate?"**
- Select "save and close" and **hit the save button.**

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