International Support

On Hosting or Hiring Internationals – Since 9/11

Visa and Immigration Processing Time Lines, Tracking and Reporting:

- 5-7 months in the U.S. to obtain H-1B Temporary Worker permit.
- Security delays in visa issuance abroad: 2 to 12+ weeks following embassy interview.
- Electronic system (ESTA) requirement for travelers from Visa Waiver countries.
- Special Reporting and Tracking Requirements for certain non-immigrants.
- Change of Address Form AR-11 required for all aliens (including Permanent Residents), within 10 days of moving to a new address. Instructions are on the ISFS website. Best practice is to submit the form to both Immigration and to ISFS.
- State law sets special requirements for issuance of a S.C. driver’s license.
- E-Verify/FAR rules and additional Export License & wage requirements applicable to H-1Bs.

U.S. Social Security Numbers:

- Cannot apply until physically present in U.S.
- Normal processing for internationals now 2-12 weeks from application.

Checklists, template letters, forms and further guidance for the following processes are also available. Please email isfs@sc.edu.

Payment of Travel: USC invitation letter (varies based on country of citizenship; contact ISFS)

IS-5 Form (lists immigration documents needed from international scholar to pay travel)*

Payment of Honoraria: USC invitation letter (varies based on country of citizenship; contact ISFS)

USC Foreign National Tax Information Form, plus U.S. SSN or ITIN # required

IS-4 Form (lists immigration documents needed from international scholar to pay honorarium)* NOTE: Permission to pay depends on U.S. visa “status”
Hosting or Hiring for a Period Exceeding 9 Days:
Current IS-1 Form and IS-2 Form

Tenure Track Searches Involving Internationals:
- Check with ISFS at outset for search information required.
- Include ISFS in the campus interview schedule if an international is a finalist.
- Retain entire original journals with print ad and all web postings with html dates providing evidence of posting & removal dates (required by Department of Labor).
- Offer letter must include contingency paragraph for internationals.
- Note 18-month deadline (from date of offer) to file PERM Labor Certification.

Items for H-1B Petition:

From Department:

1) IS-1 Form
2) IS-2 Form (with job title, job duties, degree requirements, plus a copy of the job ad or requisition; need position requirements – not the international’s skills and abilities)
3) No Lay-off Attestation email
4) EAR/ITAR Research Compliance Analysis email (sent from ISFS to department)
5) H-1B Support Letter (must be pre-approved by ISFS)
6) DEV for immigration fee of $325 (plus $500 in some cases and $1,225 for expedited processing when mandated by the job; immigration application fees subject to change annually)

From Prospective H-1B Employee:

1) Highest degree diploma (with translation)
   a) Official transcript with degree posted (plus evaluation, if from a non-U.S. institution)
   b) Additional requirements for physician and nurse educators (contact ISFS)
2) CV (with full employment data: title, address, supervisor, main phone number, job duties, hours per week, etc.) – ISFS will provide a template with data elements required

From Prospective H-1B Employee and Each Family Member Accompanying Scholar (needs to be a legible copy):

1) All pages of passport on which anything appears
2) Front and back of Form I-94 entry/exit document
3) All immigration documents relevant to status in the U.S. (since most recent U.S. entry)
4) Documentation of relationship (marriage and birth certificates with translations if not in English)
Items Required to Issue J Visa Qualifying Documents:

From Department for Visiting Professors/Regular Researchers (not student research interns):

1) **IS-1 Form**
2) Offer letter including description of research and/or teaching activities and collaborative objectives of the stay (include statement that there will be no hands-on patient care for School of Medicine and Nursing as this is not allowed on university J-1 programs)

From Prospective J-1 Scholar:

1) J-1 Memorandum of Understanding
2) J-1 Data Sheet
3) Financial Certification
4) Medical Insurance Certification

Items Required to Issue Visa Qualifying Document for J Student Research Intern:

From Department:

1) **IS-1 Form**
2) Form DS-7002 (internship training plan)
3) Information on housing arranged for intern by USC
4) Information on cross-cultural activities to which student research intern will be provided access

From Prospective J-1 Student Intern (forms provided by ISFS)*:

1) Intern Portion of Form DS-7002
2) J-1 Memorandum of Understanding
3) J-1 Data Sheet
4) Financial Certification Form
5) Medical Insurance Certification
6) Evidence of English Language Proficiency

*Mid-term and final program evaluation must be submitted to ISFS