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**PURPOSE**

This policy clarifies the role of the Office for International Scholars and provides guidance for units hiring or hosting non-U.S. citizens relative to immigration-related eligibility, filings, and fees.

**POLICY STATEMENT**

The Office for International Scholars (OIS) in the Division of Human Resources is the university designee charged with advising and assisting units across all campuses on matters related to hosting or hiring non-U.S. citizens in non-student appointments, including faculty, classified and unclassified staff, and non-salaried affiliates.

A. Hiring or Hosting Non-U.S. Citizens

Hiring or hosting units must contact OIS when a non-U.S. citizen candidate is under consideration for an appointment. OIS has sole responsibility to determine the appropriate U.S. immigration status necessary for a non-U.S. citizen candidate who accepts an offer for appointment.

Due to the complexity of the immigration process, hiring and hosting units are advised to allow a minimum of six months for processing time.
B. Titles
   Appointment titles must conform to ACAF 1.06 Academic Titles for Faculty and Unclassified
   Academic Staff Positions, UNIV 2.50 Affiliate Appointments, or state job classifications.

C. Contingency Clause
   Appointment offer letters to non-U.S. citizens must include the following contingency:

   If you are a non-U.S. citizen, this offer is contingent upon the following three conditions: (1) upon acceptance of this offer, you must work with the university Office for International
   Scholars (OIS) to provide documents required by U.S. immigration law; (2) with the assistance
   of OIS, you must obtain approval as needed from U.S. Citizenship and Immigration Services to
   be employed by or affiliated with the university in an appropriate immigration classification
   prior to the starting date; and (3) the university cannot be responsible for your failure to comply
   with U.S. immigration laws, nor can we be held liable for limitations set forth in the U.S.
   Immigration and Nationality Act.

D. Employer Sponsorship

   1. OIS is the only entity authorized to represent the university as petitioner for immigration-
      related benefits from U.S. federal government agencies, such as U.S. Citizenship and
      Immigration Services, U.S. Department of Labor, and U.S. Department of State.

   2. When a non-U.S. citizen offered an appointment requires university sponsorship to obtain
      temporary authorization for employment or affiliation, OIS evaluates both the appointment
      and the candidate for eligibility and facilitates the appropriate temporary immigration
      classification.

   3. When the successful candidate for a tenure-track/tenured faculty appointment is a non-U.S.
      citizen who requires university sponsorship for long-term employment authorization, OIS
      petitions the U.S. Department of Labor and/or U.S. Citizenship and Immigration Services
      for long-term employment-based immigration benefits upon receipt of complete
      position/search documentation from the hiring unit and complete personal documentation
      from the faculty member. All other appointments are ineligible for university sponsorship
      of long-term employment-based immigration benefits.

   4. To be eligible for Permanent Labor Certification, a search for an eligible faculty position
      must be conducted in a manner that complies with U.S. Department of Labor requirements
      that the foreign national candidate was selected in a competitive recruitment and selection
      process and was found to be more qualified than any of the U.S. workers who applied for
the job. OIS provides guidelines and assistance to units who recruit from a world-wide
talent pool.

E. Fees

1. The hiring unit is responsible for standard filing fees for university petitions to U.S.
   Citizenship and Immigration Services, including Form I-129 Petition for Nonimmigrant
   Worker and Form I-140 Immigrant Petition for Alien Worker.

2. Discretionary filing fees for university petitions to U.S. Citizenship and Immigration
   Services, such as Form I-907 Request for Premium Processing Service, are the
   responsibility of the foreign national beneficiary. Under extraordinary circumstances the
   hiring unit may, in consultation with OIS, elect to cover some or all discretionary fees.

3. Fees and related expenses for personal applications submitted by the foreign national or
   accompanying family members are the responsibility of the foreign national. This includes,
   but is not limited to:
   • Form I-901 SEVIS fee
   • Form DS-160 Nonimmigrant Visa Application
   • Form I-539 Application To Extend/Change Nonimmigrant Status
   • Form I-130 Petition for Alien Relative
   • Form I-485 Application to Application to Register Permanent Residence or Adjust
     Status
   • Form I-765 Application for Employment Authorization
   • Form I-131 Application for Travel Document
   • Form I-693 Report of Medical Examination and Vaccination Record
   • Form I-90 Application to Replace Permanent Resident Card
   • Form N-400 Application for Naturalization

PROCEDURES

Procedures, forms and general guidance related to this policy can be found on the Division of
Human Resources website.

RELATED UNIVERSITY, STATE AND FEDERAL POLICIES
ACAF 1.06 Academic Titles for Faculty and Unclassified Academic Staff Positions
UNIV 2.50 Affiliate Appointments
**History of Revisions**

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<thead>
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