

## Information USC Departments Need When Contacting the Office for International Scholars (OIS) About Prospective International Employee or Visitor

### WHO

- Scholar's full legal name (as it appears on passport), along with country of birth, country of citizenship, country of legal permanent residence and contact information (phone and email).
- Scholar's current location. If in the U.S., what is current U.S. immigration status? (*Common categories: J-1 Exchange Visitor or Fulbright Scholar, H-1B Temporary Worker, F-1 Student with Optional Practical Training, TN Treaty National, B-1 Business Visitor, Visa Waiver Business Visitor, etc.*)
- USC faculty supervisor/associate's name, phone and email.

### WHAT

- Purpose at USC: Tenure-track faculty, Non-tenure track faculty, Research, Sabbatical, Conference, Colloquium, Collaboration, Consultation or other affiliation/activity? Please be specific.
- If international will be employed by USC<sup>1</sup>: Hiring unit must provide a detailed job description including title, duties and minimum requirements (i.e., degree, field of study, experience, etc.). Information should be extracted from the job ad, not from the credentials of a prospective international employee. *Email a copy of the job ad to OIS and we'll help!*
- For tenure-track faculty: Hiring unit must document and retain search and recruitment efforts in detail, including (1) all advertisements\*\*, (2) criteria used to screen applicants, (3) specific job-related reasons why all other applicants were not as well-qualified as international candidate and (4) all correspondence with applicants. *\*\*An original, national print job ad is required; for additional online ads, evidence of ad text and posting dates are required.* OIS will provide templates and guidance.

### WHEN

Desired start date and projected length of activity. Due to federal agencies' processing timelines, for best results please contact OIS at least 6 months prior to the desired start date. For tenure-track faculty candidate, best practice is to include OIS in campus visit schedule.

### WHERE

Will scholar come to a USC campus, or participate in activity elsewhere (e.g., off-site conference, U.S. National Labs, etc.)? Include all proposed sites of activity.

### HOW (\$\$\$)

Does the department plan to pay salary, honorarium, travel-related/per diem expenses or a consulting fee? If so, how much, for what purpose and length of time? If not, describe source and amount of scholar's support.

For forms, sample letters, etc., contact [OIS@sc.edu](mailto:OIS@sc.edu) as soon as you know you will host or hire an international scholar.

<sup>1</sup> **NOTE: Per Federal law**, employees must be physically present at USC no later than appointment start date for I-9 employment eligibility verification. State Laws and a Federal Executive Order also require use of the DHS E-Verify system. All individuals working on Federal Contracts must be entered into E-Verify. Failure to comply can result in fines and penalties to USC including debarment from Federal contracts and ineligibility for USC to obtain employer sponsored work permits necessary to hire internationals.