AFFILIATE APPOINTMENTS FOR NON-U.S. CITIZENS

OVERVIEW

The President’s policy UNIV 2.50 provides guidance and procedures for affiliate appointments. See page 6, paragraph 5 for requirements and templates to appoint non-U.S. citizen affiliates.

Appointments for academic affiliates (e.g., instructional or research activities) must be approved by both the Department head (Chair/Director) and the College/Division head (Dean). Most non-U.S. citizens appointed as affiliates at USC are academic (rather than non-academic).

*Note:* Affiliate appointments are not intended as an alternative to paid employment, nor for short-term guests invited to campus (e.g., conference speakers). Certain U.S. visa statuses are incompatible with affiliation.

NEXT STEPS

For best results, academic unit should contact HR-OIS at least several months before the target appointment date, as timelines vary widely depending on the foreign national’s location, country of citizenship, current U.S. immigration status, etc.

Academic unit sends to OIS@sc.edu the foreign national’s CV and drafts of the appointment letter and related forms for review/revision, prior to obtaining signatures.

HR-OIS confirms that the foreign national’s U.S. immigration status is compatible with the offered appointment. If the foreign national needs sponsorship via the U.S. Department of State Exchange Visitor Program (“J-1 visa”), HR-OIS refers the case to Global Carolina-ISSS for the EVP process (except for Fulbright cases sponsored by IIE).

Upon affiliate’s arrival, academic unit submits HCM-PeopleSoft affiliate eForm with signed attachments (intent form, appointment letter, and affiliate information form).

HR-OIS collects relevant U.S. immigration documents and approves the eForm. The foreign national may then access USC email, apply for a Carolina Card, etc.

EXTENSION / SEPARATION

Contact OIS@sc.edu for case-specific guidance based on affiliate’s U.S. immigration status.

Revised May 2024.