

## International Support On Hosting or Hiring Internationals Since 9/11

### Visa and immigration processing time lines, tracking & 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  
[http://www.cbp.gov/xp/cgov/travel/id\\_visa/esta/](http://www.cbp.gov/xp/cgov/travel/id_visa/esta/)
- 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 form both to Immigration & to International Support.
- 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 from [isfs@sc.edu](mailto: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 int'l scholar to pay travel)\*

**Payment of Honoraria:** USC invitation letter (varies based on country of citizenship; contact ISFS)  
USC Foreign National Tax Information Form + U.S. SSN or ITIN # required  
IS-4 (Lists immigration documents needed from int'l 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 and IS-2 – download form-fillable PDF that can be completed and saved with the free Adobe Acrobat Reader at: <http://hr.sc.edu/forms.html>

**Tenure Track Searches Involving Internationals:**

- Check with International Support at outset for search information required
- Include International Support in campus interview schedule if an international is a finalist
- Retain entire original journals w/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
- 2) IS-2 (with job title, job duties , degree requirements + copy of 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 (+\$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 (+ 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, a legible copy of:**

- 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 & 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; (statement that there will be no hands-on patient care for School of Medicine and Nursing as this is not allowed on a 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: (link to overview & checklist?)**

- 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 Int'l Support)\*:**

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

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