



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