



Division of Human Resources

**MEMORANDUM**

**TO:** Deans, Academic HR and Business Contacts  
**FROM:** Division of Human Resources  
**DATE:** October 19, 2022  
**RE:** **Transition of Exchange Visitor Program**

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The Division of Human Resources, Office for International Scholars (OIS), will transfer administration of the University's designation as an Exchange Visitor Program (EVP or J-1 visa program) sponsor to Global Carolina in January 2023. During this transitional period, OIS has contracted temporarily with the [Institute of International Education](#) (IIE) to provide EVP sponsorship for international scholars appointed by academic units on the UofSC Columbia campus. This new partnership will support incoming and current EVP participants until program administration transfers to Global Carolina.

For all new requests to appoint international scholars via J-1 visa sponsorship, please continue to contact OIS, which will facilitate casework with IIE. International scholars will be directed to submit program-qualifying materials (e.g., UofSC offer letter, personal documents, academic credentials, and other documents) via the IIE online system. IIE will issue Forms DS-2019 to international scholars with UofSC Columbia sites of activity. The attached Guidance for EVP Sponsorship Services sets forth IIE service fees and provides other information about fee payment.

Some current employees with J-1 visa status are being transferred to IIE sponsorship for continued program maintenance and support (e.g., DS-2019 extensions, travel signatures, insurance verification, etc.). OIS will notify those EVP participants and their academic units directly.

Employment and affiliate appointment procedures will continue as usual per [HR Toolbox](#) resources and University policies. Per policy HR 1.25, OIS will continue to facilitate internal administration/onboarding for appointments offered to non-U.S. citizens, including international scholars with J-1 visa status. Thank you for your patience during this transition.