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 USC¹: 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 as soon as you know you will host or hire an international scholar.

¹ 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.