



Office of International Services
Division of Human Resources

Guidance for Hosting International Visitors

The USC Human Resources [Office of International Services](#) (HR-OIS) supports the [Office of the Controller](#) procedures for travel reimbursements and honoraria payments requested by USC units hosting international visitors.

Planning the Visit

- Consult with the [Office of the Controller](#) for information about eligible payments, [policies and procedures](#), potential taxation issues, etc. For special arrangements such as advance airfare payment, please contact the [Travel Office](#).
- Contact HR-OIS Compliance Specialist [Doris Robinson](#) with the following information:
 - ✓ Prospective visitor’s current physical location:
 - *If visitor is already in the U.S.*, HR-OIS may request additional documentation;
 - *If visitor is currently abroad*, will they be traveling to the U.S. *primarily* for the invited activity at USC, or primarily for another purpose?
 - ✓ Prospective visitor’s country of citizenship and country issuing passport; and
 - ✓ Expected dates and purpose of the invited activity at USC.

Next Steps

- Prepare a formal invitation on USC letterhead using [this template](#).
- **NOTE:** The [Form I-94 admission record](#) (or equivalent) will be available only after the visitor’s arrival in the U.S.

After the Visitor Arrives

- Send scans of each visitor’s [Form I-94 admission record](#) and relevant passport pages (biographic data, U.S. visa page and entry stamp, if any) to HR-OIS Compliance Specialist [Doris Robinson](#). Additional documents may be requested depending on the visitor’s immigration status.