UNIVERSITY OF
South Carolina

Office of International Services
Division of Human Resources

Guidance for Hosting International Guests

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

Planning Ahead

–   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 Campbell with the following information:

   ✓ Prospective guest's current physical location:
   –   *If they are already in the U.S.*, HR-OIS will request additional documentation;
   –   *If they are currently outside the U.S.*, will they be traveling to the U.S. *primarily* for the invited activity at USC, or *primarily* for another purpose?

   ✓ Prospective guest'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 letter for the guest on USC letterhead using this template.

–   **NOTE:** The Form I-94 admission record (or equivalent) will be available only <u>after</u> the guest's arrival in the U.S.

After the Guest Arrives

–   Send scans of each guest'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 Campbell. **Additional documents will be requested based on guest's U.S. immigration status.**

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