Guidance for Hosting International Visitors

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 guest 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 letter template.

– **NOTE:** The Form I-94 admission record (or equivalent) will be available only <u>after</u> 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.

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