



Office of International Services  
Division of Human Resources

## AFFILIATE APPOINTMENTS FOR NON-U.S. CITIZENS

### OVERVIEW

The President's [policy UNIV 2.50](#) provides guidance and procedures for affiliate appointments. See page 6, paragraph 5 for requirements and templates to appoint non-U.S. citizen affiliates.

Appointments for academic affiliates (e.g., instructional or research activities) must be approved by both the Department head (Chair/Director) and the College/Division head (Dean). Most non-U.S. citizens appointed as affiliates at USC are academic (rather than non-academic).

*Note:* Affiliate appointments are not intended as an alternative to paid employment, nor for [short-term guests](#) invited to campus (e.g., conference speakers). Certain U.S. visa statuses are incompatible with affiliation.

### NEXT STEPS

For best results, **academic unit** should contact HR-OIS at least several months before the target appointment date, as timelines vary widely depending on the foreign national's location, country of citizenship, current U.S. immigration status, etc.

**Academic unit** sends to [OIS@sc.edu](mailto:OIS@sc.edu) the foreign national's CV and *drafts* of the appointment letter and related forms for review/revision, prior to obtaining signatures.

**HR-OIS** confirms that the foreign national's U.S. immigration status is compatible with the offered appointment. If the foreign national needs sponsorship via the U.S. Department of State Exchange Visitor Program ("J-1 visa"), **HR-OIS** refers the case to Global Carolina-ISSS for the [EVP process](#) (except for Fulbright cases sponsored by IIE).

Upon affiliate's arrival, **academic unit** submits [HCM-PeopleSoft affiliate eForm](#) with signed attachments ([intent form](#), [appointment letter](#), and [affiliate information form](#)).

**HR-OIS** collects relevant U.S. immigration documents and approves the eForm. The foreign national may then [access USC email](#), apply for a [Carolina Card](#), etc.

### EXTENSION / SEPARATION

Contact [OIS@sc.edu](mailto:OIS@sc.edu) for case-specific guidance based on affiliate's U.S. immigration status.

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