

J-1 Affiliate

This guide is specifically for J-1's on documents from The University of Southern Mississippi, who are NOT being paid by the University to engage in research, teaching, or other activities. To further clarify, these positions typically include Short-Term Scholars and Research Scholars coming to campus to participate in collaborative research with an inviting professor/department.

1. Department completes the Affiliate Data Form. All information is required in order for form to be considered complete.
2. Request for background check (BGC) is submitted, and the Affiliate Data Form is sent to HR. HR recommends that this process begin at least two weeks prior to the anticipated start date. This allows time for the BGC and paperwork to be completed, as well as data entry. [Request for Background Check](#)
3. HR then submits the request for a BGC to RedTail and an email is then sent to potential employee for completion. Communication to your potential employee is vital to ensure they know to check their email for this process. [RedTail Information Sheet](#)
4. The potential employee must complete the BGC online in a timely manner in order for the employee to receive clearance quickly and be authorized to begin working. Most clearances can be processed within 5 business days, but could potentially take longer.
5. Affiliates are required to complete the background check information prior to arriving on campus through J-1 Scholar Appointment Process with International Student and Scholar Services (ISSS).
6. Once the BGC is cleared through RedTail and HR is notified, HR will update the employing department of the clearance.
7. When the email clearance is sent to the department contact, if the start date is prior to the BGC clearance, HR will update the Affiliate Data Form start date to a future date depending on completion of paperwork. HR will notify the department of any changes made to this form.
 - a. The affiliate cannot begin work until the BGC has been cleared and the department notified.
8. Affiliate will report to International Student and Scholar Services (ISSS) for check-in with passport, visa documents (DS-2019, I-797 Approval Notice), and any dependent family member information (passport and supporting documents), if applicable
 - a. New hire will fill out: Contact Information Sheet
Foreign National Information Form
 - b. Submit passport, visa documents, EAD, and any dependent family member documents to have copies made for file
 - c. ISSS will print two copies of I-94, one for file and one for new hire and dependents, if applicable
 - d. All documents will be scanned and uploaded to ImageNow under the new hire's EmplID/Record
 - e. All pertinent data will be entered into the appropriate panels in SOAR and SOARHR by ISSS

- f. Orientation will be completed for affiliate
- 9. ISSS will discuss insurance options with J-1 and finalize decisions, as they are required to maintain health insurance that is separate from the policy options provided by Human Resources (HR). J-1 visa holders are required to maintain health insurance for the entire time they are at the institution.
- 10. ISSS forwards Foreign National Information Form onto Tax Compliance ensuring scanned documents are in ImageNow for their review, if needed
- 11. ID Forms are sent from HR to ISSS to facilitate affiliate obtaining ID for the institution
- 12. ISSS staff will escort Affiliate to Imaging Center to have ID made
- 13. ISSS staff member will notify Director of ISSS who will confirm completion of entire process with Controller and Associate Vice President of Human Resources