

J-1 Faculty and Staff New Hire

This is for J-1 visa holders with paid faculty or staff positions. To further clarify, these positions include Visiting Professors/Instructors/Lecturers.

An Immigration Status Memo should be completed as part of the on-campus interview protocol, which will identify these individuals prior to their arrival to begin employment.

1. Position is posted in Cornerstone and follows the guidelines in the Hiring Toolkit.
2. Immigration Status Memo is completed by International Student and Scholar Services (ISSS). To initiate this process, use this [FORM](#).
3. Contact the Export Control Officer (ECO) at exportcontrol@usm.edu as soon as the need is identified to complete the export control compliance process.
4. Offer is made to the potential employee via offer letter.
5. The unit completing this process should submit a request for a DS-2019 Form to be completed by ISSS.
6. Request for background check (BGC) is submitted, and the Personnel Action Form (PAF) is sent to HR. HR recommends that this process begin at least one month prior to the start date. This allows time for the BGC and paperwork to be completed, as well as, entry to ensure access to SOAR, email, and Canvas for instructors. [Request for Background Check - Formstack](#)
7. HR then submits the request for a BGC to RedTail and an email is then sent to the potential employee for completion. Communication with your potential employee is vital to ensure they check their email for this process. [RedTail Information Sheet](#)
8. The potential employee must complete the BGC online in a timely manner to receive clearance quickly and be authorized to begin working. Most clearances can be processed within 5 business days but could potentially take longer.
9. Once the BGC is cleared through RedTail and HR is notified, HR will update the employing department on the clearance.
 - In the clearance email, HR will also notify the department of any remaining paperwork that must be completed by the employee and if the start date needs to be updated.
10. New hire will report to International Student and Scholar Services (ISSS) for check-in with passport, visa documents (DS-2019), Employment Authorization Card (EAD), 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 by ISSS
 - f) ISSS will discuss insurance options with J-1, as they are required to maintain health insurance that is separate from the policy options provided by Human Resources. J-1 visa holders are required to maintain health insurance for the entire time they are on the J-1 visa in the United States
11. ISSS can assist with the application for a Social Security Number (SSN) with the Social Security Administration Office (SSA) if needed at this time.--- Note: some may have SSN already; but, in most instances, SSN processing will need to be completed
 12. Once the employee has a Social Security Card or the receipt of an application for the SSN, the employee will make an International Paperwork appointment with University Human Resources to complete new hire paperwork and taxes. [Make an Appointment](#)
 13. The new hire will bring the following documents to their appointment with HR:
 1. Social Security Card or receipt of an application for a Social Security Number
 2. I9 verification documents—
 - i. Unexpired foreign passport with unexpired I-94 and containing an endorsement of the foreign national's nonimmigrant status, if that status authorizes the foreign national to work for the employer
 - ii. Unexpired employment authorization documents issued by USCIS (Form I-766, I-688, I-688A, I-688B)
 3. Direct Deposit information
 14. Once all paperwork has been submitted, HR will complete the data entry and send the hiring department the employee's ID Form.
 15. A staff member from ISSS can assist the new hire with obtaining an ID from the Imaging Center.
****Last step if an application for SSN was not necessary****
 16. Once the employee receives their SSN, they should schedule an International Paperwork appointment with HR and bring their SSN with them to complete their hiring paperwork. [Make an Appointment.](#)