

Hiring & Hosting Foreign Nationals

Pre-iStart Checklist

Information and documentation needed prior to initiating any request in iStart to hire or host a foreign national at Georgia Tech.

Biographical Information (as listed on the passport)

- Last Name
- First Name
- Middle Name
- Date of Birth
- Email Address
- Country of Citizenship/Passport Country
- Immigration Status (if in the US as documented on the I-797 and/or I-94 record)

Institutional Information

- GT ID
- Duration of Stay
- Funding Source (GT Payroll, GT Accounts Payable, outside funding, etc.)
- Job Title or Affiliate Classification (if applicable)
- Is the visitor participating in a training program?
- Does the visit promote international educational exchange/ include an educational exchange component?
- Are the activities controlled and/or directed primarily by Georgia Tech, the visitor, or is there shared control?

Documentation

- Passport ID Page
- Evidence of Current Immigration Status (if in the US as documented on the I-797 and/or I-94 record)
- C.V.
- [Request to Host Foreign Visitor or Guest](#)

Resources

Affiliates - <https://hr.gatech.edu/affiliates>

Export Control - <http://researchintegrity.gatech.edu/export-control>

Faculty Hiring - <http://faculty.gatech.edu/faculty-affairs-reps/faculty-hiring>

Global Human Resources - <https://hr.gatech.edu/global-human-resources>

iStart - <https://istart.gatech.edu>

Legal Affairs - <http://legal.gatech.edu/>

Office of International Education - <https://www.oie.gatech.edu/ISSS-GT%20Administrators>

Research Faculty Hiring - <http://www.research.gatech.edu/faculty-and-staff-resources/research-faculty-hiring>