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

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