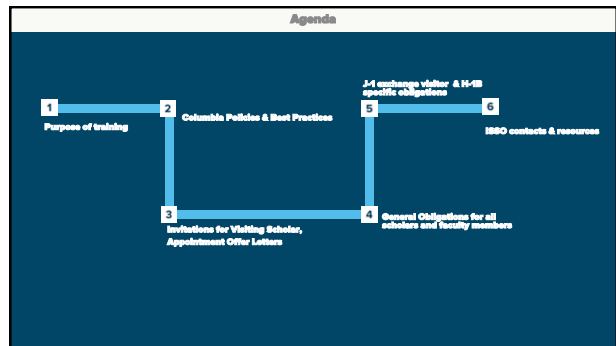




Invitations & Obligations:
How to invite and support International scholars and faculty members



Training Objective:
 Clarify appropriate title/status for international visitors, along with the appropriate visa status if necessary.
 Create understanding of university policies and procedures.
 Confirm departmental responsibilities with regard to regulatory compliance.
 Explain consequences of not fulfilling obligations.

Please contact ISSO with any questions!

Columbia University Policies

- U.S. immigration regulations require that the nature of the activities in the U.S. be considered and not simply the duration of the proposed visit
- Those admitted to the U.S. as B-1/B-2 or ESTA (Visa Waiver Program) are not eligible for a University ID Card or UNI, Visiting Scholar/Scientist Designation, or Academic Appointment
- The decision regarding visa type should not be made by the proposed visitor, even though they consider it "easier" to enter as B-1/B-2/ESTA rather than apply for another type of visa.

Best Practice

Search scholars and affiliated foreign institutions in Visual Compliance prior to issuing an offer/invitation

Visual Compliance – system used by the Office of Research & Development for sanction searches and restricted party screenings

*If your department doesn't already have an account with Visual Compliance, one can be set up by contacting *Research Compliance and Training* at research-compliance@columbia.edu

Visual Compliance Cont.

- Guidance on how to use Visual Compliance is posted on RCT's website at <https://research.columbia.edu/economic-sanctions>
- RCT has posted a list of restricted universities on its website at <https://research.columbia.edu/system/files/RCT%20content/Export%20Controls/Restricted%20Universities%2009.7.18%20Rev.pdf>
- Understanding the risks associated with visiting scholars/students from restricted universities is important. Oftentimes, sponsoring faculty decide not to move forward with invitations once risks/impact are discussed. If moving forward, additional approvals from the Dean are often required. In addition, compliance plans may need to be put in place and mandatory trainings for all lab members will be scheduled.

Appointment Offers

Who should be appointed?

- Those receiving any money - being paid a salary, fellowship, stipend, etc.
- Those conducting collaborative research with a Columbia staff or faculty member (whether paid or un-paid)
- Those who will be teaching

* Appointment offer letters ARE NOT JUST FOR ISSO PURPOSES!! They should be legitimate offers that are signed by appropriate parties and accepted by the participant.

Appointment Offers cont.

What should be in the appointment offer letter?

- Must be dated and on Columbia letterhead
- Title and whether full or part time
- Dates, salary (if any), benefits
- If a revision, should be noted at the top and date should correspond to revision date rather than original offer date.

* Sample letters are available from the Provost's Office

Visiting Scientist/Scholar Invitations

What is a Visiting Scientist/Scholar and who should be designated?

A Visiting Scholar/Scientist is someone who is conducting their own independent research at Columbia. There is no university benefit and they will not be paid. They are not appointed. Designation provides access to libraries & email.

- Must have a Faculty Sponsor
- Designation for one year with the possibility of a one year extension
- Does not represent a formal university affiliation (should not list on CV)
- Visiting Scholars should generally have J-1 status

*Full Description in the Faculty Handbook

General Obligations

These obligations apply to all visa types.

- Let the ISSO know about any changes in the terms of the scholar's visit/program/employment
- Those who are appointed require Columbia visa sponsorship, rather than sponsorship through an outside agent/attorney. This includes O-1s with part-time appointments (e.g. adjunct professor).
- Exceptions to Columbia sponsorship include Fulbright Scholars, F-1 students on OPT, J-1 students w/ Academic Training authorization and those w/ valid EAD cards

J-1 Scholar Obligations

Before Initiating a Request

- Collect all previous DS-2019s that were issued
- Funding must equal at least \$2800 per month (\$1000 for dependents, \$500 for each child)
- Health insurance coverage for scholar and family (personal or university benefits)
- Confirm English language skills sufficient to participate in program and interact in daily life
- For Student Interns only - must have training plan in place that is developed with faculty sponsor and acted upon during their program
- If arrival/start date will be delayed, must let ISSO know, SEVIS start date change

J-1 Scholar Obligations cont.

Department Responsibilities During Program

- J-1s must check in with ISSO within 30 days after their program start date to have SEVIS record activated (BEFORE they can apply for SSN)
- Notify ISSO if J-1 will depart earlier than expected, or if an extension is needed
- Be aware of the duration of J-1 program (5 year Research Scholar, 6 month Short Term Scholar, 12 month Student Intern)
- Notify ISSO of any serious issues scholars/interns/J-2 family members may be having (health, accident, employee issue (anything that may disrupt program), Columbia may be required to report to DOS)

H-1B Obligations

Before Sponsorship

- Report accurate position information when requesting to file a petition (source of funding, etc)
- Post LCA for 10 business days

During Employment

- Request extensions in a timely manner (at least 3 months in advance)
- Let ISSO know about any changes in appointment (salary, title or site changes, additional appointments, terminations), an amendment to the H-1B will likely be needed

Consequences of Not Fulfilling Obligations

- Put the university at risk of receiving sanctions and/or fines, or losing visa sponsorship abilities
- May negatively affect the scholar's ability to remain in the U.S. or return in the future

ISSO Website Resources

- Site Visits
- Department Responsibilities
- Reporting Serious Issues (J-1)
- Scholar Resources
- J-1 Scholar Health Insurance
- B-1/B-2/ESTA Visitor Policy

Department Newsletter



Stay up-to-date on trainings, regulatory updates, policy changes, events, and important reminders!

Know How to Contact and Visit Us



Thank you!

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