

Policy Name: Foreign National Affiliates and Visitors

Policy Owner: Georgia Tech Human Resources

Policy Contact: Natalie Wood, Senior Immigration Specialist, natalie.wood@gatech.edu

Reviewed By: Unit Human Resources Staff, Office of General Counsel, EVPR team members

Policy Steering Committee Approval: September 2025

Policy Purpose: This policy outlines the procedures and requirements for onboarding foreign national affiliates and hosting international visitors on campus.

Summary of Substantive Policy Elements:

- Outlines requirements for onboarding and hosting foreign nationals (excluding students and J-1 visa holders);
- Notes that no Georgia Tech appointment is allowed without proper immigration status;
- Identifies responsibilities for Global HR and departments.



Georgia Institute of Technology

Foreign National Affiliates and Visitors

Policy No.

Type of Policy: Administrative

Effective Date: TBD

Last Revised: NA

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1. Reason for Policy

This policy establishes the requirements for onboarding foreign national affiliates and hosting foreign national visitors on campus.

2. Policy Statement

Georgia Tech Human Resources is responsible for compliance with federal laws and regulations affecting the onboarding of foreign national affiliates and hosting of foreign national visitors.

- Georgia Tech appointment is not permitted unless and until the individual obtains an immigration status permitting appointment. Additional information regarding US visas can be found at <https://travel.state.gov/content/travel/en/us-visas.html>.
- All requests to onboard foreign national affiliates or host foreign national visitors must be submitted in iStart. Additional information regarding iStart and procedures can be found here: <https://gatech.service-now.com/asc>.

3. Scope

This policy applies to all foreign national affiliates and visitors (excluding students) and the departments seeking to onboard or host them. This policy does not apply to affiliates in J-1 status.

4. Definitions

Affiliate	Affiliate is an official Georgia Tech status granted by host departments to guests of the Institute or
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	members of an affiliated organization. Affiliates must be participating in activities that support the Institute's mission and require access to Georgia Tech facilities and/or information technology systems. Affiliates are not paid on Georgia Tech payroll but are added to the Institute's OneUSG Connect database.
Foreign National	A person without U.S. citizenship or nationality (may include a stateless person). See the U.S. Citizenship and Immigration Services Glossary for additional definitions: https://www.uscis.gov/tools/glossary
Visitor	A visitor is an individual who is temporarily present on campus for the purpose of engaging in academic, research, professional, or creative collaboration with faculty, staff, or students.

5. Responsibilities

Affiliates and Visitors

Affiliates and visitors are expected to comply fully with all terms and conditions associated with their visa status.

Georgia Tech Human Resources (Global Human Resources)

Global Human Resources is responsible for notifying the host department once a hire or host request has been approved. The office also provides guidance on policy interpretation and administers policies related to all foreign national affiliates and visitors, as well as potential affiliates and visitors, excluding those in the J-1 category.

Hosts

Hosts must ensure that affiliates and visitors have received approval from Global Human Resources prior to their arrival on campus.

Office of International Education (International Student and Scholar Services)

International Student and Scholar Services offers support in interpreting policies and oversees the administration of policies related to the J-1 Bridge USA Program.

Units

Units are responsible for submitting requests to Global Human Resources in a timely manner and for seeking assistance when needed.

6. Enforcement

Failure to comply with federal regulations may lead to termination of affiliate status, institutional ban on hosting foreign nationals on campus, and/or possible consequences imposed by the federal government.

7. Related Information

Resource	Link
Affiliates	https://hr.gatech.edu/affiliates/
Business Travel to the United States	https://travel.state.gov/content/dam/visas/BusinessVisa%20Purpose%20Listings%20March%202014%20flier.pdf
Export Control & Trade	https://generalcounsel.gatech.edu/ethics-and-compliance/exportandtrade
Global Human Resources	https://hr.gatech.edu/global-human-resources/
Hosting Exchange Visitors Policy	https://policylibrary.gatech.edu/research/hosting-exchange-visitors-policy
iStart	https://istart.gatech.edu/
Temporary Visitors for Business	https://www.uscis.gov/working-in-the-united-states/temporary-visitors-for-business
USCIS Policy Manual	https://www.uscis.gov/policy-manual

8. Policy History

Revision Date	Author	Description
TBD	GTHR	New Policy