Guide to the International Business Visitor & Worker

A university department guide for pre– and post– arriving international workers and visitors.

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Oklahoma City Lodging
Guide to the International Visitor or Worker

Departments play an integral part in raising the international recognition of the University of Oklahoma through the hospitality that it extends to our international guests. Many of the world’s economic, political, and academic leaders visit our institute to lecture, train, work, and provide cultural exchange.

This guide has been created for our departments to assist them in providing their international visitors with a smooth transition into our campus community.

NOTE: This guide is not all inclusive and is meant to be used in concert with the appropriate International Faculty & Staff Services application and/or petition procedures that may be required.

Inviting an International Visitor or Worker to the University of Oklahoma (all campuses):

Sixty Days prior to arrival, the sponsoring department should:

• Verify the estimated arrival date of the person.
• Find out if the person will be on campus for a lecture or presentation that will last no more than nine days and whether or not an honorarium will be paid. If so, the person will be required to present specific documents before payment can be issued. Contact Financial Services Accounts Payable for honorarium payment procedures. Remember that self-employment is prohibited for most international visitors or workers.
• Determine whether the person will require temporary housing and make reservations if necessary (local accommodations are listed in the attached flyer).
• If the person will require transportation upon arrival to Oklahoma City, assign a person to meet and collect the person at the transport terminal.
• Establish a departmental escort to assist with campus navigation.
• Send the OU International Scholars Handbook to the person.

At least, Thirty Days prior to arrival the sponsoring department should:

• Firm up any housing arrangements previously made for the person.
• Confirm all appointment subjects, such as compensation, title, benefits, building access, honorarium payments, etc. with the faculty sponsor or department head sponsor.
• Validate the person’s travel schedule and arrival date.
• Inform the designed escort(s) of the person’s arrival date.
• Notify the International Faculty & Staff Services if any changes have occurred in the arrival date for any person sponsored as a J-1 Exchange Visitor.
• Check with the International Faculty & Staff Services to coordinate the official start (hire) date for a person sponsored as a TN, H-1B, or O-1 international employee.
• For persons receiving compensation as an employee, make arrangements to transport the person to the local Social Security office (located in Shepherd Mall) so they can apply and obtain a Social Security Number.

Day of Arrival at the University, the sponsoring department should:

• Meet and transport the person as predetermined.
• Provide a welcome and introduction to the department.

• If the person will receive compensation as an employee, instruct the person that they will need to bring their passport and all immigration documents in order to complete paperwork.

• Persons appointed as employees may need assistance completing the Human Resources-related forms, such as Section 1 of the Form I-9, Foreign National Information Form, Loyalty Oath, etc. Additional information is listed on the Payroll Coordinator Checklist that is available on the Forms page of the HR website.

• Introduce the person to their department escort, coach, and/or mentor.

Within 3 Days after Arrival, the sponsoring department should:

• Arrange for ID card, e-mail, phone service, computer and building access as appropriate for the type of appointment or business visit.

• If the person has been sponsored as a J-1 Exchange Visitor, notify the International Faculty & Staff Services of the U.S. entry, campus arrival date, and residential address.

• Provide orientation on internal business practices, such as requesting time off, lunch schedules, work rules, office hours, etc.

• If needed, prepare work area.

• Schedule any applicable Environmental Health & Safety training.

• Orient to worksite: break room, restrooms, offices machines, vending machines, etc.

• Ensure the person has the OU International Scholar Handbook. All J-1 visitors should also have the J-1 Exchange Visitor Brochure.

• Make sure that Section 2 of the Form I-9 is completed within three days of the official hire date for a person appointed as an employee.

• Verify that the appointment paperwork has been processed timely for those persons receiving compensation.

Department Follow-up

Remember to keep the International Faculty & Staff Services informed of any changes in the status for the following persons:

J-1; Exchange Visitors (non-students)

• Notification of early departure from the program;

• Failure to perform program activities;

• Failure to maintain the required insurance for self and/or family members; or

• Change in financial circumstances/support

H-1B; Nonimmigrant Workers

• Notification of voluntary quit;
• Termination of employment prior to the approved H-1B employment period;
• Changes in title, salary, FTE, department transfers, duties, and/or physical work location;
• Enrollment as a student to pursue a full course of study in an approved U.S. program.

O-1; Nonimmigrant Workers

• Termination of employment;
• Change in the previously defined program;
• Enrollment as a student to pursue a full course of study in an approved U.S. program.

We hope this guide has provided some useful information to our departments so they can look forward to a future of many successful international relationships. The International Faculty & Staff Services personnel are here to provide answers to any questions or concerns that our departments may have regarding the sponsorship of an international visitor or worker. Please feel free to contact our office any time.

Contact Information:

International Faculty & Staff Services—HSC & Tulsa
Service Center Building
Room 119
Telephone: 405-271-2189
Office Fax: 405-271-3925
• Walter Funches
  HR Advisor
  Email: walter-funches@ouhsc.edu
• Vicky Martin
  Senior HR Analyst
  Email: vicky-martin@ouhsc.edu

International Faculty & Staff Services—Norman
NEL Building
Room 205
Telephone: 405-325-4010
Office Fax: 405-325-1826
• Olga Baumgardner
  HR Management Prof I
  Email: olgab@ou.edu

Special points of interest:

HSC& Tulsa                      NORMAN
Accounts Payable                Financial Support Services
SCB 218                         EH 303
Telephone: 405-271-2410         Telephone: 405-325-3021
Office Fax: 405-271-2496
Payroll Services                Payroll Services
SCB 208                         NEL 244
Telephone: 405-271-2055         Telephone: 405-325-2961
Office Fax: 405-271-2057
Environmental Health & Safety   Environmental Health & Safety
3200 Marshall Ave              3200 Marshall Ave
Rogers Building 301             Suite 202
Telephone: 405-271-3000         Rogers Building 301
Office Fax: 405-21-1606
Environmental Health & Safety
3000 Marshall Ave              4502 E. 41st
Rogers Building 301             Telephone: 405-325-5147
Telephone: 405-271-3000         Environmental Health & Safety
HR Records                      1C114
SCB 120                         1C114
Telephone: 918-660-3192         Telephone: 918-330-3818
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