Office of International Affairs (OIA)
International Employee & Visitor Flow Chart

**Employee or Visitor**
- Communicate regularly with hosting department
- Alert hosting department and OIA if they have existing immigration status or are abroad

**Pre-Arrival**
- Complete paperwork
- Attend consular appointment (If Necessary)
- Tell hosting department & OIA date of arrival
- Provide insurance documentation (J-1)
- Review hard copies of resources sent by OIA

**Arrival**
- Check in with OIA
- Attend New International Employee & Visitor Orientation (NIEVO) and New Employee Orientation (NEO)
- If a visitor, attend Office of Visitors and Volunteers (OVV) orientation and NIEVO
- Attend 1:1 meeting with Department of Learning & Resources

**Active Status**
- Tell OIA position changes and status changes
- Have evaluations with hosting department(s)
- Pursue professional development opportunities
- Update OIA with changes in personal information, emergencies, family changes, or any need for assistance
- Maintain insurance for self/dependent(s)

**Departure**
- Let OIA and hosting department know about departure
- Take OIA exit survey
- Keep copies of immigration records
- Complete departure checklist
- Provide future contact information
- Document references, professional development
- Thank hosts and advisors*

**Pre-Arrival**
- Fill out OIA paperwork
- J-1 language assessment
- Assist with temporary housing*
- Complete background check
- Provide insurance and benefits information
- Schedule airport pickup*
- Export controls screening

**Arrival**
- Complete new hire paperwork
- Complete foreign national form
- Assist with obtaining ID badge
- Schedule meeting with Department of Learning & Resources
- Set up computer access and email
- Assist with parking and transit access
- Set position expectations
- Provide welcome box/go on grocery run*
- Pick up employee/visitor at airport*
- Assist employee register for orientation(s)
- Provide tram pass if necessary*

**Active Status**
- Provide J-1 intern evaluations
- Provide OPT STEM evaluations
- Consult employee/visitor about healthcare options
- Educate employee/visitor about benefits
- Report changes in PD, status, or extension to OIA
- Track goals for performance reviews
- Provide annual reviews
- Ensure computer access is maintained
- Tell OIA if emergency, lawsuit, or death affects visitor/employee

**Departure**
- Inform OIA of departure date
- Make copies of reviews, references, contact information
- Complete HR departure routine
- Complete exit interview
- Purchase plane ticket*

**Pre-Arrival**
- Prepare visa paperwork for international employee/visitor and family
- Provide visa status information
- Provide social security number information
- Send pre-departure paperwork and hard copies of useful resources
- Export controls screening

**Arrival**
- Provide welcome package
- Provide one-on-one resource meeting
- Offer cultural support
- Offer regular NIEVO sessions

**Active Status**
- Serve as record keepers
- Complete required government reporting
- Provide family support, meetings, advocacy
- Process extensions and changes in status
- Connect visitors/employees with tax resources
- Maintain International Family Network (IFN), Cultural Exchange Program, and International Employee Resource Group (IERG) communications
- Serve as advocate, liaison to university
- Build community, provide cultural support
- Provide referrals for conflict resolution, lifestyle resources

**Departure**
- Provide exit survey
- Provide information to government, close record
- Provide departure checklist
- Hold records for three years

*Indicates Best Practice