



## Intent to Appoint Non-U.S. Citizen Affiliate Form

The purpose of this form is: 1) for the College/Division to consider an early indication of whether a prospective non-U.S. citizen affiliate may be eligible for an appointment under [policy UNIV 2.50](#) (based on research compliance / national security concerns); and 2) for the College/Division to [notify HR-OIS](#) and take related administrative steps.

A minimum of 90 days' notice is requested, but some cases may require more time. (Note: Faculty with EAR, ITAR, Tech Control Plans, or similar concerns must consult with SAM-ORC to ensure the Affiliate appointment does not compromise contractual or research security requirements.) **Provide this completed form and CV (including current and prior education/employment history and locations) to the Dean's or VP's office for approval.**

<b>Sponsoring Department:</b>		
<b>Supervisor Name:</b>		<b>Supervisor USCID:</b>
<b>Affiliate Full Legal Name (as it appears on their passport):</b>		
<b>Affiliate Email Address:</b>		
<b>Affiliate Mailing Address:</b>		
<b>Estimated Dates of Appointment (max 5 years):</b>	<b>Start:</b>	<b>End:</b>
<b>Type of Appointment:</b>	<input type="checkbox"/> Academic (e.g., teaching/research)	<input type="checkbox"/> Non-Academic (e.g., coach, chaplain)
<b>Internal/Honorific title, if any (must be consistent with <a href="#">academic and HR policies</a>)</b>		
<b>Purpose/activities of the appointment. If research, include project title and sponsoring agency.</b>		
<b>Will the affiliate perform any controlled or restricted research (e.g., EAR/ITAR, publication restrictions)? If yes, additional review may be required; contact <a href="#">Office of Research Compliance</a>.</b>	<input type="checkbox"/> Yes (explain):	<input type="checkbox"/> No
<b>Access/equipment to be made available to affiliate other than <a href="#">Standard affiliate privileges and access</a>.</b>		



<b>Citizenship/Visa status</b>	<input type="checkbox"/> U.S. Permanent Resident	<input type="checkbox"/> Other (list current U.S. visa status):
<b>Provide all countries of citizenship and permanent residence.</b>		
<b>Is the person presently in the U.S.?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Does the affiliate currently work for USC?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Will the affiliate be located on the USC campus or offsite?</b>	<input type="checkbox"/> On-campus	<input type="checkbox"/> Off-campus
<b>If located off-campus, indicate physical location where affiliate will be conducting activities for USC.</b>	<input type="checkbox"/> In the U.S. (explain):	<input type="checkbox"/> Outside the U.S.  Country:
<b>Please list affiliate's current employment or affiliate appointments outside of the U.S., including the position title and associated entity.</b>		
<b>Will the affiliate have external funding? If yes, please list: 1) Funding type (e.g., grant, contract, scholarship) 2) Name &amp; country of entity providing funding (e.g., university, government, or company)</b>	<input type="checkbox"/> Yes (explain):	<input type="checkbox"/> No
<b>Account for <a href="#">background check</a> fee (Department chart field string will be used if no other account provided)</b>		

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Department Chair / Unit Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean / VP Signature

\_\_\_\_\_  
Date