

HUMAN RESOURCES ADMINISTRATIVE MANUAL  
EMPLOYMENT: EMPLOYMENT OF FOREIGN NATIONALS



UNIVERSITY SYSTEM  
OF GEORGIA

# Employment of Foreign Nationals

## CITATION REFERENCE

<b>OFFICIAL TITLE</b>	POLICY ON EMPLOYMENT OF FOREIGN NATIONALS
<b>VOLUME</b>	HUMAN RESOURCES
<b>RESPONSIBLE OFFICE</b>	USG HUMAN RESOURCES OFFICE
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## Policy Statement

The employment and/or payment of nonresident foreign nationals shall be in compliance with all applicable federal laws and shall comply with all relevant visa restrictions. (See BOR Policy Manual regarding [Employment of Foreign Nationals Policy](#))

This policy ensures a fair and measured approach to employment of foreign nationals and ensures compliance with all applicable federal laws and relevant visa restrictions.

## Applicability

All units of the University System of Georgia are covered by this policy.

## Who Should Read This Policy

All Human Resources personnel within the University System of Georgia should be aware of this policy.

## Definitions

These definitions apply to these terms as they are used in this policy:

- **Board of Regents (BOR):** The governing body of the University System of Georgia.
- **Citizenship:** All persons born or naturalized in the United States, and subject to the jurisdiction thereof, are citizens of the United States and of the state where they reside. Most people become U.S. citizens in one of the following ways:

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By birth, either within the territory of the United States or to U.S. citizen parents, or by naturalization, or by adoption of any child under the age of eighteen (18) by a U.S. citizen when the child immigrates to the U.S. to acquire immediate citizenship.

- **Foreign national, non-immigrant, and immigrant:** A person who does not hold citizenship in the United States as defined above.

### Process and Procedures

Occasionally it is necessary and desirable to employ foreign nationals, non-immigrants and immigrants into faculty, non-classified and classified (staff) positions. The employment of foreign nationals will be accomplished in compliance with all Board of Regents' hiring policies, and the appropriate U. S. government laws and regulations.

The University System of Georgia and its member institutions shall only employ those individuals who are authorized to work in the United States in accordance with federal and state law.

The University System of Georgia and its member institutions will follow federal requirements to verify the eligibility of persons for employment, including completion of the USCIS Form I-9, within the first three (3) days of employment.

Institutions will communicate to foreign nationals the requirement that the employee is responsible for maintaining authorization to work in the U.S. for the duration of their employment, including re-certification to the employer as necessary.

In its sole discretion, an institution may elect to pursue an employer sponsored visa for a selected candidate but this is not required. Any employer sponsored visa must meet all federal processing requirements and University System of Georgia policies.

### Responsible Parties and Contact Information

<b>Party</b>	<b>Responsibility</b>	<b>Phone/Email/URL</b>
<b>Vice Chancellor for Human Resources, USG</b>	Ensure compliance with policy; provide sample procedures for campuses to use; update policy as necessary.	404-962-3235 <a href="mailto:usg-hr@usg.edu">usg-hr@usg.edu</a>
<b>Institution Chief Human Resources Officers</b>	Ensure compliance with policy; ensure appropriate institutional procedures are developed and followed to facilitate compliance.	See University System <a href="#">HR Officer Listing</a>

### Appendices (Internal Documents, Forms and Web Links)

- [Employment of Foreign Nationals Policy](#)

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Related Documents and Resources (External)

- [US Citizenship and Immigration Services](#)

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