

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.

This policy was updated following Campus Comment in 2026 to address items and provide additional clarity regarding requirements.

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;
- Establishes a tiered based vetting process;
- Identifies responsibilities for Global HR and departments.



Georgia Institute of Technology

Foreign National Affiliates and Visitors Policy

Policy No.: TBD

Type of Policy: Administrative

Effective Date: TBD

Last Revised: TBD

External Requirement for Review: N/A

Compliance Reporting: N/A

Policy Owner: Georgia Tech Human Resources

Policy Contact: Lori D. Jones, Director, Global HR

1. Reason for Policy

Georgia Tech welcomes international collaboration while ensuring compliance with U.S. immigration, export control, and trade laws. This policy establishes a centralized, risk-tiered process for reviewing, approving, vetting, onboarding, monitoring, and closing out foreign national visitors, excluding J-1 exchange visitors with Georgia Tech-issued SEVIS records.

2. Policy Statement

No foreign national visitor may begin activities or receive access to Georgia Tech facilities, systems, or data until approval has been granted by Global Human Resources (GHR) after the appropriate tiered review. Reviews are conducted using a risk-tiered approach based on the purpose of the Foreign Visitor's visit.

3. Scope

This policy applies to all foreign national visitors, and to all Georgia Tech units that host or sponsor them. Regulatory compliance for J-1 exchange visitors with Georgia Tech-issued SEVIS records is governed separately by the Hosting Exchange Visitors Policy administered by the Office of International Education.

Georgia Tech international students are not considered foreign national visitors for purposes of this policy if they are acting solely as students. For those Georgia Tech international students who are conducting research, but who are not employed by Georgia Tech, they are subject to any sponsor-required vetting at the direction of the Principal Investigator and may require further vetting. In addition, this policy does not apply to individuals present solely in publicly open campus spaces with no access to non-public GT facilities, systems, or data. Faculty host supervisors inviting

and hosting visitors through the BridgeUSA program should refer to the Hosting Exchange Visitors Policy.

4. Definitions

Affiliate	An official Georgia Tech status granted by a host unit to a guest of the Institute or a member of an affiliated organization. Affiliates support Georgia Tech's mission and require access to Institute facilities or information technology systems. Affiliates are not paid through Georgia Tech payroll but are recorded in Institute administrative systems.
Foreign Visitor	A Foreign National supported by other academic institutions, nonprofit organizations or companies who receive an official invitation from a unit or department of Georgia Tech that allows them to be temporarily present on campus or engaged remotely for a specified period of time and for a specific purpose including academic, research, professional, or creative collaboration with Georgia Tech faculty, staff, or students. Those Foreign Nationals excluded from this definition include anyone who has a Georgia Tech appointment or current student status, and it also excludes sports teams, academic tours for prospective students, attendees at open conferences, invited speakers at seminars, individuals visiting solely as candidates for recruitment positions, and individuals who are present solely to access publicly open campus spaces, such as unrestricted areas of academic buildings during business hours, outdoor common areas, public lobbies, or other areas generally accessible to the public provided all observable security protocols are followed.
Foreign National	A person who is not a citizen or national of the United States, including individuals who may be stateless.
Risk Tier	A classification used to determine the level of review, vetting, onboarding, oversight, and close-out required, based on the nature, duration, and sensitivity of activities and access. Risk tiers do not apply to Foreign Nationals excluded from the definition of Foreign Visitor, as noted above.

Restricted Party Screening (RPS)	A review to determine whether an individual or associated organization appears on U.S. government restricted, denied, or debarred party lists.
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5. Procedures

5.1 Risk-Tiered Review Framework	
Tier 1 – Short-Term, Low-Risk Visits	This Tier includes international delegations, which may be groups of Foreign Visitors as an official representative of a foreign academic, private or governmental institution, or an individual Foreign Visitor who requests approval to visit Georgia Tech. An international delegation may consist of a group of students, staff members, faculty members, government representatives, association members or high-ranking individuals with the capacity to officially represent another institution or group. These visits are of 14 days or fewer limited to meetings, lectures, seminars, or observational activities involving only public-domain or non-proprietary information and no access to facilities containing any classified, CUI or export-controlled data, systems, or equipment. These visits do not involve lab activities or any access to Georgia Tech systems and the visitor(s) will not receive any payment from the Institute.
Tier 2 – Extended or Moderate-Risk Affiliations and Visits	Foreign Visitor visits exceeding 14 days or involving affiliate status, access to Georgia Tech systems, internal research data, non-public resources, or payment from the Institute. These visits may involve the creation or exchange of Institute owned research data or other intellectual property, but do not involve lab activities or access to any facilities containing classified, CUI, or export-controlled data, systems, or equipment.
Tier 3 – High-Risk or Sensitive Activities	Any Foreign Visitor visit involving laboratory-based research, export-controlled information, or restricted facilities or systems. These visits may also include the creation or exchange of university-owned research data or other intellectual property within laboratory activities.

5.2 Tier-Based Vetting Requirements	
Tier 1 Vetting	Tier 1 Vetting includes identity, primary employer and financial sponsor information, immigration status verification, restricted party screening (“RPS”), and issuance of a formal invitation.
Tier 2 Vetting	Tier 2 Vetting includes Tier 1 requirements plus enhanced immigration review including but not limited to an analysis of whether the individual is from an institution that is on a banned entity list, system access assessment, and potentially the execution of a visitor or affiliate agreement. That visitor or affiliate agreement may include, among other things, a status disclaimer, scope of permitted activities, term and termination, data protection, intellectual property and any other compliance requirements. This vetting may include a review of a current CV or biographical sketch, copies of passport and visa, and a description of on-campus activities. Interviews may be utilized.
Tier 3 Vetting	Tier 3 Vetting includes Tier 2 requirements plus an enhanced review process including potential law enforcement review, export control review, potential technology control plans, consultation with compliance stakeholders, and enhanced oversight.
5.3 Onboarding, Oversight, and Close-Out	
Onboarding & Formal Agreements	Approved visitors who require access must complete onboarding prior to access, including any onboarding necessary to gain affiliate status. An official invitation from the Institute must be prepared. For long-term visits or those with higher risk, a formal, written visitor agreement may be part of the invitation package.
Access Limitations & Close-Out	Access is limited to approved activities, and credentials must be terminated upon conclusion of the visit.

6. Forms

Title	Link
Georgia Tech Global Human Resources Portal	https://hr.gatech.edu/global-human-resources/

BridgeUSA Hosting & J-1 Exchange Visitor Intake Forms	https://isss.oie.gatech.edu/content/hosting-j-1-exchange-visitors
Office of General Counsel Export & Trade Compliance Vetting	https://policylibrary.gatech.edu/research/office-general-counsel

7. Frequently Asked Questions

For frequently asked questions regarding international visitor intake, affiliate status, and immigration compliance, visit the Georgia Tech Global Human Resources website at <https://hr.gatech.edu/global-human-resources/>.

8. Responsibilities

Foreign Visitors

Comply with visa conditions and all applicable Georgia Tech policies.

Host Units and Sponsoring Faculty / Staff

Responsible for initiating requests, ensuring approvals are obtained prior to arrival or access, monitoring compliance with approved scope, enforcing compliance with approved scope, and reporting any material changes.

Global Human Resources (GHR)

Administers this policy, coordinates vetting and approvals, and determines tier classification in consultation with research security and the Office of General Counsel.

Office of International Education (OIE)

Administers J-1 exchange visitor compliance.

Office of General Counsel (Export & Trade Compliance)

Advises on export control and restricted party screening matters in consultation with offices within research security.

9. Enforcement

Failure to comply with this policy may result in termination of affiliate or visitor status and other institutional or federal consequences as required by law.

To report suspected instances of ethical violations, please visit Georgia Tech's **Ethics Hotline** a secure and confidential reporting system, at: https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=7508

10. Related Information

Resource	Link
Hosting Exchange Visitors Policy (Office of International Education)	https://policylibrary.gatech.edu/research/hosting-exchange-visitors-policy
BridgeUSA J-1 Exchange Visitor Program Guidelines (OIE)	https://isss.oie.gatech.edu/content/hosting-j-1-exchange-visitors
Export Control & Trade Compliance (Office of the General Counsel)	https://policylibrary.gatech.edu/research/office-general-counsel
Georgia Tech Ethics Hotline	https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=7508

11. Policy History

Revision Date	Author	Description
TBD	Global Human Resources	New Policy