

## V. VISITORS & SCHOLARS

### A. Foreign National Visitors

Foreign National Visitors to campus should be screened against the denied entity/restricted parties and Specially Designated Nationals (SDN) lists. International Scholars and Students visiting on J-1 VISAS are processed and screened through ORA and International Students and Scholars Services (ISSS). Non-students and visiting faculty/scholars should be processed through the ISSS and Office of Legal Services.

#### 1. **Visiting Scholars and Research.**

Visiting scholars involved in research receive additional screening by Mines. General or industry visitors should be screened prior to visiting campus. Please notify ORA at least two (2) weeks in advance of a visit by a Visiting Scholar and ensure that you have the necessary information regarding foreign national visitors. The Mines International Scholar and Student Services (ISSS) office has information regarding VISA and processing. See the ISSS website @ <http://iss.mines.edu> for more information.

#### 2. **Foreign Students.**

Screening is not generally required for students who have applied, been accepted, and/or are enrolled in any degree granting program that the Mines offers; however, if that student will be performing research in a laboratory or working for Mines (i.e. Graduate Assistant, Research Assistant, etc.) then there may be screening required if they are from certain countries to properly place them on projects. See

#### 3. **Permanent Resident or Other Status.**

Screening is not required for foreign visitors who provide documentation they hold permanent resident alien status in the U.S. (i.e., current “green card” holder) or have been granted asylum or refugee status by the U.S. government.

### B. **I-129 Process & H-1B Status**

US Citizenship and Immigration Services (USCIS) Form I-129 “*Petition for Nonimmigrant Worker*”, is used in the H-1B temporary worker process. The ISSS office can identify what type of documentation must be filed for the visitor. This form is **required** to be filled out for any foreign national working on an internal or sponsored account. A background check is performed on the individual using our Compliance software to ensure the person is not on the restricted parties list. A current passport/visa for the foreign national is required at the time of submission of the form.

#### 1. **Form completion.**

The form must be completed in conjunction with ISSS and Office of Legal Services. This form must be completed and approved prior to invitation and subsequent arrival of the foreign national. The inviting party or Mines community member is responsible for ensuring that the appropriate information is submitted to ISSS and Office of Legal Services to complete this process.

#### 2. **Determine if License required.**

I-129 Foreign National Employee Petition requires Mines to determine if an export license is required to share technical data with the beneficiary (foreign national employee). In order to facilitate the necessary review, there is a process with Office of Legal Services and International Student and Scholar Services (ISSS) and the required completion of the paperwork by those offices.

While it is anticipated that an export license will not be required in most cases, some need for export licenses will occur and typically be associated with sponsored research. Should additional information be needed to complete the assessment, ORA will work directly with the Sponsor identified on the form or the Legal Office/ISSS with the appropriate internal unit. Once the process is completed, the export assessment or advisory letter will be provided to the unit, copied to the administrative/ORa contract regarding the form, for inclusion in the visa application packet to be submitted to Human Resources.

[\[End of Section\]](#)