

# Hiring & Hosting Foreign Nationals

## Pre-iStart Checklist

*Information needed prior to initiating any request in iStart to hire or host a foreign national at Georgia Tech.*

### Biographical Information

- Last Name
- First Name
- Middle Name
- Date of Birth
- Email Address
- GT ID (if applicable)

### Institutional Information

- Start Date
- End Date
- Funding Source (GT Payroll, GT Accounts Payable, outside funding, etc.)
- Job Title or Affiliate Classification (if applicable)
- Is the visitor participating in a training program?
- Does the visit promote international educational exchange/ include an educational exchange component?
- Are the activities controlled and/or directed primarily by Georgia Tech, the visitor, or is there shared control?