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?