

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## Operating Policy and Procedure

HSC OP: 10.10, International Visitors

**PURPOSE:** This policy establishes guidelines to monitor the immigration, payment, and export compliance issues surrounding International Visitors to the TTUHSC campuses for the expressed purpose of promoting education and developing skills and knowledge.

**REVIEW:** This HSC OP will be reviewed by June 1 of every even numbered year (ENY) by the Council of Deans, Office of Global Health, and the VP for Institutional Compliance, with recommendations for revisions forwarded to the President by August 1.

### POLICY/PROCEDURE:

#### 1. Definitions

- a. International Visitor. A non-US citizen or permanent resident, over the age of 18, who is given access to TTUHSC property, facilities, and/or information systems, at the discretion of TTUHSC, for a specific period of time for collaborative, research, observation, or educational purposes. International Visitors are not employees and are not entitled to

- b. International Observer. An International Visitor who observes TTUHSC operations for

- a. All International Visitors, except those entering as TTUHSC sponsored J-1 Exchange Visitors, must complete a Consolidated International Visitor Questionnaire (CIVQ) (available at [https://www.ttuhs.edu/compliance/international-employment-services/documents/immigration-questionnaires/civq\\_112019.pdf](https://www.ttuhs.edu/compliance/international-employment-services/documents/immigration-questionnaires/civq_112019.pdf)) and provide evidence of valid immigration documents prior to beginning any TTUHSC campus activity.
- b.

3. Without prior permission of the hosti