

## Roles & Responsibilities

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## Roles & Responsibilities

Yale University is a model of internationalization with thousands of international students and scholars making meaningful contributions to our campus. Therefore it is essential when hosting an international scholar that departments consider institutional policy, U.S. regulations, and the long term plans of the scholar. OISS is the University's representative to the U.S. Department of Homeland Security, Department of State and Department of Labor in relation to the hiring and hosting of international scholars on campus.

The majority of academic appointments (non-ladder track) at Yale are overseen by either the Office of Postdoctoral Affairs or the Provost Office. These offices are instrumental in vetting the appointment's bona fides and communicating with the scholar (before arrival) the terms of employment, extension and termination. In addition, with international scholars there are at least four responsible parties engaged in visa sponsorship:

- OISS
- The scholar
- The faculty member appointing the scholar
- The administrator supporting the faculty member

Although there may be several different department members helping a faculty member with international scholars, OISS normally refers to a department administrator as one who is a registered MyOISS user and has the authority to speak for the department regarding the funding, the appointment and terms of employment. In this visa sponsorship partnership, OISS relies on the department administrator to communicate with OISS issues of importance (and in some cases Federal law) including:

- Ensuring the scholar has received (from the Provost or Postdoc office) information about the terms of the appointment prior to arrival in New Haven
- Monitoring scholars' arrival dates and informing the OISS of possible delays
- Notifying OISS if the scholar decides not to come at all
- After the scholar has arrived, reporting to OISS any change to the Yale appointment including funding, title, location and contact information
- Any concerns about the scholars health, wellness and functionality in the Yale community
- Notifying OISS if a scholar leaves before the end of the visa document

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