

**AUGUSTA UNIVERSITY  
ADMINISTRATIVE PROCEDURES**

**Office of Primary Responsibility**  
**Human Resources-Benefits**

**Subject:**  
**Exchange Visitor Affiliate (EVA)**

---

- 1.0 Purpose: To present the process for inviting Exchange Visitor Affiliates (EVA) to Research Labs at Augusta University.
- 2.0 Procedure: Host Research Unit determines that it wishes to invite an Exchange Visitor.
- 2.1 Host Research Unit submits *Immigration Consultation Request Form*, including CV of the prospective Exchange Visitor, to International and Postdoctoral Services Office (IPSO). [IPSO@augusta.edu](mailto:IPSO@augusta.edu)
  - 2.2 IPSO Director assesses *Immigration Consultation Request Form* and provides recommendation of immigration options directly to Host Research Unit.
  - 2.3 If EVA appointment is indicated by IPSO, Host Research Unit contacts Compensation and Performance Management at 706-721-5707, to help determine/create the position for the EVA or uses a multi-incumbent number already assigned by HR.
  - 2.4 Host Research Unit prepares invitation letter using pre-approved template and prepares invitation policy packet to include: Ethics Policy, Confidentiality Statement, Non-Sexual Harassment Policy, Information systems security and computer usage, and Criminal Background check.
- 3.0 Procedure: Upon arrival in the U.S., IPSO will facilitate the EVA's application for a social security number (SSN).
- 3.1 Once SSN has been issued to the EVA and the policy packet is complete, Host Research Unit will send packet to Benefits and Data Management.
- 4.0 Procedure: Benefits and Data Management will process the EVA background.
- 4.1 Once background is cleared an HR Assistant from Benefits and Data Management will contact the Host Research Unit to request the non-paid affiliate template based hire ePAR.
    - 4.1.1 Host Research Unit will submit the non-paid affiliate template based hire ePAR using the position provided to the Host Research Unit by Compensation and Performance Management above.
  - 4.2 Benefits and Data Management will "hire" EVA in the system and provide email and NETID number to the Host Research Unit.