I. 15.1.1 Office of International Services

Chapter 15 - International	Original Effective Date: **April 2000**
Section: **15.1 Office of International Services**	Date Last Reviewed: **December 2024**
Responsible Entity: Vice President for Academic, Faculty, and Student Affairs	Date Last Revised: **December 2024**

II. Purpose

To ensure compliance with immigration regulations and to facilitate the entry/hiring and retention of international students, staff, faculty, trainees, and visitors.

III. Scope

This policy applies to the administration of the Office of International Services.

IV. Policy

A. Overview

The Office of International Services (OIS) supports and enhances the international activities and interests of UT Health San Antonio. OIS serves as the principal administrative office tasked with ensuring compliance with immigration regulations and facilitating the entry/hiring and retention of international students, staff, faculty, trainees, and visitors. Advocating on behalf of the international campus population both within the university and to federal and state governmental agencies, OIS ensures that international visitors are afforded the opportunity to complete their educational, research, and/or professional objectives. The OIS also functions as the designated administrative clearinghouse and information source for all of the University's education abroad activities. Lastly, the OIS provides opportunities for intercultural education and exchange, by collaborating with other departments and offices to provide educational, social, and cultural programs on campus.

B. Visa Sponsorship

The OIS is responsible for the preparation of immigration documents for all international students and scholars (staff, faculty, trainees, official visitors) requiring sponsorship by the University in order to apply for a visa or immigration status with the appropriate federal governmental agencies and subsequently to engage in the proposed activities on campus. There are various types of non-immigrant visa classifications, and

each non-immigrant visa category is for admission to the United States for a specific purpose and designated activities. The OIS is familiar with the relevant federal, state, Regental, and institutional policies and regulations pertaining to the U.S. immigration, and knowledgeable about the appropriate implementation of these rules as they apply to international students and scholars. The OIS provides advice to departments, as needed, on pre-hire initial inquiries, check-in procedures upon arrival on campus, and case-specific immigration questions. The OIS can also advise regarding allowable activities and payments to international visitors, which will vary depending upon immigration status. The OIS will collaborate with departments to determine if the University will sponsor any specific foreign national for an employment-based non-immigrant visa status or permanent residency and which category to pursue on a case-by-case basis. For specific visa application procedures, benefits, and limitations, contact the OIS. The OIS represents the University on immigration related matters and has the final authority to determine the timing and type of visa status but cannot serve as the legal representative of international visitors.

C. U.S. Tax Obligations for International Students and Scholars

All international students and scholars are responsible for complying with United States income tax laws. The Internal Revenue Service (IRS), a bureau of the U.S. Department of Treasury, maintains a website (www.irs.gov) where international students and scholars can find resources regarding their tax obligations. The OIS has not been certified by the IRS to provide tax advice and therefore is unable to advise international visitors on U.S. tax obligations. The Payroll Services Office can provide information regarding potential tax treaty benefits and tax obligations when payment (e.g., salary, honorarium, and stipend) is made to or on behalf of an international visitor.

Annually, at the beginning of the year, the OIS will provide access to an online tax preparation service for use by non-resident international students and scholars at UT Health San Antonio in preparing their federal income tax return.

V. Definitions

There are no defined terms used in this policy.

VI. Related References

There are no related documents associated with this policy.

VII. Review and Approval History

The approving authority of this policy is the University Executive Committee.

Effective Date	Action Taken	Approved By	Effective Date
04/2000	Policy Origination		
05/2017	Policy Revision		
12/2024	Policy Review		