



Affiliate Information

Prefix	First Name	Middle Name	Last Name	Suffix		
USC ID		Social Security Number (If available)		Date of Birth	Gender	
U.S. Residence: Street Address		Apt	City	State	Zip Code	Home Phone
Email Address						
U.S. Citizen:	Yes	No	Appointment Start Date:	Appointment End Date:		

Academic Affiliates

Education: Institution Name

Degree Earned	Major	Program	Date
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Required Approvals

Affiliate
By signing, the Affiliate agrees to comply with all relevant University policies and procedures as outlined in [University Policy UNIV 2.50](#).

Print Name	Title	Signature	Date
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Systems Access

You will soon be receiving an email to the personal email address provided above from iamnoreply@mailbox.sc.edu to claim your network username account from the University. The email will outline the steps you need to take within 48 hours to claim this information. Please monitor your personal email for this notification, including checking spam folders, to ensure timely response.

Prospective Affiliates Who Are Not U.S. Citizens

The sponsoring unit must also complete the [Affiliate Appointment Letter](#) and [Intent to Appoint Non-U.S. Citizen Affiliate Form](#) for immigration and research security compliance purposes. These documents must be approved by the sponsoring unit’s dean or VP. The sponsoring unit must contact the Human Resources Office of International Services (HR-OIS) prior to extending an offer/appointment.

If it is expected that the prospective affiliate will be involved in restricted research or accessing USC systems from outside of the U.S., the unit must contact the Office of Research Compliance in advance of extending an offer. If the affiliation will include access to research involving specified information, technologies, or commodities subject to export control regulations (and not exempted as “fundamental research”), prior federal approval is required before allowing international persons to participate in the research, before partnering with an international company, or before sharing research results in any manner (including by publication or presentation at conferences) with persons who are not U.S. citizens. For guidance on limitations to access to technology and export control subjectivity.