

In order to more efficiently meet the needs of our international employees, effective, Monday, December 4, 2017, the International Employment unit will implement the following schedule:

Meeting Type	Days of Week	Time	How to Schedule/Additional Details
Pre-scheduled Appointments	Mondays, Tuesdays, Thursdays and Fridays	8:30 a.m. through 11:30 a.m.	<ul style="list-style-type: none"> • Click here to schedule an appointment. • No appointments or walk-ins will be accepted after 4:00 pm unless there is an emergency or unforeseen, extenuating circumstances.
	Mondays, Wednesdays and Fridays	1:30 p.m. through 3:30 p.m.	
Walk-In Appointments	Tuesdays and Thursdays	1:30 p.m. through 3:30 p.m.	

Please communicate this schedule change to your international employees. We appreciate your help with the implementation of these new scheduling practices that will allow us to provide timely service while reducing the wait times experienced by our international employees.

Sincerely,

Clemson University International Employment:

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For questions or assistance, you may also contact us at (864) 656-2000 or online at [Ask-HR](#)