

Remote Work Abroad Request

Work abroad requests must meet one of the following conditions in order to be eligible for review. Please see the [Remote Work Abroad Policy](#) for additional guidelines.

Please select one of the following:

- My work in a foreign country is...**
- ☐ Required to perform my employment duties with UW
 - ☐ Required as part of a grant or fellowship
 - ☐ Due to an unforeseen personal emergency

If your request does not meet one of the above criteria, is not approved by your unit, or is submitted with less than 4 weeks prior to departure, the remote work abroad request may be denied.

For requests that are eligible for review, no work abroad arrangements should be made until the request has been approved. The Office of Global Affairs will follow up directly with the employee and the unit head once the review is complete.

Completed requests should be emailed to the Office of Global Affairs: globaloperations@uw.edu

Name (individual completing the form)

Email (individual completing the form)

Supervisor or unit (HR/EA/Director etc.) point of contact for requesting employee

Faculty/Academic Personnel/Staff/Student Employee Personal Information

First name (Employee)

Last name (Employee)

UW Email

Country of citizenship:

Country of current residence:



Country proposed for work abroad:

Date of departure*

Date of return to the U.S.

Total number of days abroad

**Note: this should be 4 weeks
prior to request submission*

Passport expiration:

Visa expiration (if applicable):

Are you on, or do you have a visa request in process for, a UW-sponsored visa?

- ☐ No
☐ Yes

If yes, include the type of US visa you hold:

Will you need a sponsored visa in the country that you intend to work in?

- ☐ No
☐ Yes

If yes, include who is sponsoring the visa:

Have you traveled to the requested country of work in the past 12 months for any reason, including personal travel?

- ☐ No
☐ Yes

If yes, include the number of days:



UW Employment Information

Are you currently employed by the University?

- ☐ No (*new hire*)
☐ Yes

Sponsoring department/unit:

Position type (select from dropdown):

If you selected "other" for position type, please explain:

Are you currently enrolled as a student?

- ☐ No
☐ Yes*

**Note: additional information and requirements exist for student TAs or RAs*

Reason for request to work abroad (select one):

- ☐ Work function requirement
☐ Grant/fellowship requirement
☐ Personal emergency

Briefly describe the reason for your work abroad request:

Briefly describe the duties that will be performed while abroad:



Is the funding source for this position from a sponsored project, services agreement, or contract?

- ☐ No
☐ Yes*

**Note: a copy of the agreement or contract should be attached to the request*

If you have instructional duties at UW, is your position funded by State funds?

- ☐ No
☐ Yes
☐ N/A

UW Information Systems and Security

Is the proposed work abroad location listed as a [Department of State Level 4](#) country or region?

- ☐ No
☐ Yes

Does the work require the development or accessing of export controlled technical data, proprietary information, or any other controlled/restricted information?

- ☐ No
☐ Yes

Does the work involve military or space technology?

- ☐ No
☐ Yes

List any physical items that will be transferred to the remote work location (including electronic devices, samples, and equipment):

List any additional software that will be used in the remote work location (excluding standard Office suite):



Remote access puts systems at higher risk of attacks and unauthorized access, which represents a higher risk to the confidentiality, integrity, and availability of University information. Briefly describe the precautions you are taking when accessing UW information systems while abroad:

Acknowledgement

Senior leader of unit/department & Employee supervisor

I acknowledge that an employee within my unit or department is proposing to work outside of the United States for a designated period of time, while maintaining their employment at the UW. I understand that compliance with HR, employment, and reporting requirements is the responsibility of our unit/department. I acknowledge that any financial obligations incurred as a result of this work abroad agreement, including but not limited to employment, tax, or information security laws, are the responsibility of our office. I accept the responsibility and risk, on behalf of our office, for the proposed employee to work abroad in accordance with the information provided above.

I certify my understanding of the compliance obligations and risk that our unit/office incurs, should this request be approved.

Name (Department Chair/Unit Head)

Signature

Date

Name

(Senior leader, reporting to the President or Provost)

Signature

Date

Name (Supervisor)

Signature

Date



UW Employee

I acknowledge that as an employee of the University of Washington, if permitted to work abroad, that I am liable for addressing and resolving compliance obligations including, but not limited to, income and social taxes, health and other types of insurance, foreign bank account reporting, and immigration/appropriate visa requirements. The UW is unable to provide any personal or legal tax advice; any financial obligations incurred in association with this work abroad request will be my responsibility.

I certify my understanding of the compliance obligations and requirement to return to UW after the designated period to continue employment. I certify that that information that I have provided is accurate and complete.

Name (Employee)

Signature

Date