INTERNATIONAL REMOTE WORK REQUEST

Requests to telecommute or work remotely are managed by individual departments and require supervisor or higher approval. Emory University Policy 2.91 Employment in States Other than Georgia provides guidance governing all requests to work remotely outside the state of Georgia but within the United States.

Requests to work remotely from outside the US require an additional level of review given the multiple compliance considerations involved, including, but not limited to, tax liability, research security, immigration and work authorization, cyber security, export controls, insurance, and sponsored funding requirements. These issues may require review by outside legal counsel. As such, international remote work requests must be considered on a case-by-case basis and may not be allowable. Legal and other fees may apply, and those fees are borne by the department requesting the arrangement. See more details here.

If you have any questions, please contact the Global Services unit in the Global Engagement office.

To facilitate review of this request, please provide responses to the questions below and return this document to Global Services.

Information about the individual submitting this request:	
Please note, we request that department HR representatives or departmental administrators submit these requests to confirm the support of the department for this request.	
Submitter's name:	
Submitter's title (e.g., academic department administrator):	
Submitter's email:	

Information about the individual requesting international remote work approval:	
Employee's name and EMPLID:	
Country of citizenship:	
Is this employee under Emory's visa sponsored (example: H-1B visa holder)? If yes, please include the name of the employee's ISSS advisor	

Country where remote work will take place:	
Duration of remote work arrangement (e.g., 2 months). Please include dates, even if approximate.	
Description of remote work (e.g., SOW):	
Does the individual have a US bank account?	
Does the individual have a US social security number?	
Will the individual need access to patient data while outside the US?	
Will the individual need access to proprietary unpublished research data (sponsored or non-sponsored) while outside the US? If yes: • Where does the data reside? • Why is international access required?	
Will the individual access any Emory systems while outside the US? If yes, which systems?	
Will the individual use any Emory equipment while outside the US (e.g., Emory laptop, Emory phone, etc.)? If yes, please list the equipment.	
Will the contractor/individual be transferring data between work location and Emory?	
Will there be any import/export of materials?	

Student considerations:	
Is the individual an Emory student?	
Will the student return to Emory following their remote-work period? If this is not a request for an Emory student, please answer "N/A"	
What is the student's graduation date? If this is not a request for an Emory student, please answer "N/A"	

Sponsored research: Working on or being paid by grant- or industry-funded activities while outside the US can require additional review and approval by the funder.	
Is the work grant- or industry-funded? (In this case, we are only looking at external sponsors, like NIH.)	
If yes, please respond to the following questions. If no, leave the following questions blank.	
Please provide the award name, award ID, and funder name for each award	
Does the grant the individual works on have either of these restrictions: 1. Publication Restrictions 2. Restrictions on who can participate in the research based on national origin	
Will the individual's work on the sponsored research activities include foreign collaboration (e.g., working with foreign persons or institutions)?	
Will the individual travel internationally for the projects (other than between Emory and the remote work location)? If yes, please list the country or countries.	