



Please complete this form and submit to [Office of General Counsel and Global Services](#) (mesimon@emory.edu, sarah.harlan@emory.edu) to assess feasibility for hiring your desired independent contractor or contractors for you international project. If you have a scope of work, please attach to email along with this form.

Keep in mind that independent contractor thresholds differ from country to country and that timelines to evaluate requests may vary.

Please call Global Services at 404-727-9127 if you have any questions.

<b>General Information</b>	
<b>Submitter's name:</b>	
<b>Submitter's email address:</b>	
<b>Submitter's school/division:</b>	
<b>Submitter's department:</b>	
<b>Proposed independent contractor's name:</b>	
<b>Proposed independent contractor's current business address:</b>	
<b>Are you hiring for a sponsored project?</b>	
<b>If so, please list the title and EPEX number:</b>	
<b>Country where work will take place:</b>	
<b>Anticipated period of performance:</b>	
<b>Begin:</b>	
<b>End:</b>	
<b>Anticipated Level of Effort (days):</b>	
<b>If known, please list payment currency, frequency, and bank account country location for the independent contractor's compensation:</b>	



<p><b>What are the proposed services the independent contractor will perform for Emory? Please give a brief description below, and if you have a scope of work, please attach it with this form.</b></p>	
<p><b>Residency Status</b></p>	
<p><b>Please indicate the residency status of your proposed independent contractor:</b></p>	
<p><b>If you answered “none apply” to the question above, please list the country or countries of citizenship of the proposed independent contractor:</b></p>	
<p><b>If the independent contractor is not a citizen of the work location, does he/she have a valid work visa for that country and/or the US?</b></p>	
<p><b>Relationship to the University</b></p>	
Does the university expect to hire the individual as an employee immediately following termination of independent contractor status?	
At any time during the last 12 months did the individual have an official Emory appointment or position and provide the same or similar services?	
Does/did Emory pay employees to perform essentially the same or similar services?	
<p><b>Behavior Control – Degree of Instruction</b></p>	
Will a current university employee instruct the individual on how to do the work, rather than rely on the individual’s expertise?	
Will Emory supply the individual with the necessary tools, materials, and equipment to perform the work (e.g., a computer, Emory email address)?	
Will Emory provide the individual with personnel to help perform the work?	
Will Emory provide the individual a physical location or office for the individual to perform the work?	
<p><b>Behavior Control – Training</b></p>	
Will Emory provide training (periodic or on-going) to the individual on the procedures to follow to perform the work?	
Will the individual be required to follow the schedule set by Emory?	



<b>Financial Control</b>	
Will Emory reimburse the individual for out-of-pocket expenses?	
Will the individual receive a payment at regular payroll-like intervals?	
Is the payment to the individual based on an hourly, daily, or weekly basis?	
Will the Individual receive a flat fee?	
Does (or will) the individual perform the same or similar services for other entities?	
Does Emory have the right to withhold payment If it determines the work is unsatisfactory?	
Can Emory terminate at any point without incurring liability?	

I certify that the information provided with this form is complete and accurate.

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Title**

*Last update: October 30, 2018*