

****University leadership and [JHU's Office of International Service \("OIS"\)](#) are working diligently in coordination with the JHU Office of General Counsel to review all U.S. government actions involving immigration to understand the impact to JHU's international students, scholars and employees. This is a fluid situation. Any international affiliate that is considering travel at this time, should keep in mind that changes can occur at any time. As such, we recommend that all international affiliates consider whether they can afford an interruption in their studies, research, employment or teaching due to an indefinite period abroad. If not, they should carefully consider whether to travel outside the U.S.**

Please note: I-Team sign-off is not the equivalent of university support for personal travel outside of the United States. I-Team sign off signals that the specific proposed travel/work arrangement will not create tax, legal or compliance issues for the university.

Additionally, I-Team sign off is not:

- **HR or Financial approval by your department/division for your proposed travel**
- **E-disclose requirements and obligations**

Please complete entire form. If a field is not relevant, please response with "N/A" – do not leave anything blank. Once complete:

- Submit to JHU's International Team ("I- Team") for review at globalemployment@jh.edu
- Insert the following in the subject line:
 - If non-PhD JHU employee request: Intl Work Request [insert Dept & Country]
 - Example: **Intl Work Request – Intl Health, Nepal**
 - If PhD student employee request: **PhD Employee Work Abroad Request**
- Copy (CC:) your supervisor and department administrator on the email submission.

Please allow at least two (2) weeks for review and processing. If there are questions, an I-Team member will reach out.

International Work Intake Request Form

Date Submitted: _____

Submitter Name: _____

Department/School: _____

Submitter Supervisor: _____

Supervisor Initial Approval Date: _____

International Work Request:

- Name of Person (to work abroad): _____
- Position Title: _____
- Faculty / Staff / PHD / Student: _____
- Dates / Date range: _____

- Intended Departure Date: _____

- Country(s) where work will take place:

- Is this a personal or business request? _____
- Is the person a U.S. citizen? _____
 - If no, what is the person's immigration status in the United States? (J-1, H1-B, F-1, etc.)? _____
 - Is JHU the visa sponsor? _____

- Is the person a citizen of the country where s/he will be working? Does the person have any other visa status or work permits to work in that country? (Please describe.)

- Description of work to be undertaken abroad:

- Is there an Institutional Review Board (IRB) Protocol associated with this work? If yes, does it contemplate work being done outside of the United States? Is Human Subject Research involved with the work?

- Describe any technology, JHU systems, and/or technical data or information that would need to be accessed while abroad. Describe access and use and whether it is in the “public domain.” Describe whether you understand that any of the materials or technology is “export-controlled.”

- Would this work be pursuant to a US award (grant/contract)? _____

- If no, please provide the funding source: _____
- If yes, is work US government-funded? What agency? _____
- Please provide the award number? _____
- If USG funded, has the Department already analyzed whether this is a “foreign component”? And, whether prior approval from the USG is required for work outside of the United States?

- Will the work involve any (other) foreign nationals while you working abroad? If yes, please list names and institutions:

- Will the work involve working with one or more other entities/institutions abroad (e.g., a University)? _____

- If yes, will the person receive any support (monetary or otherwise (use of equipment, space, etc.) from that foreign entity or person?

Please provide any other information you feel may be relevant. And, thank you!

WORK REQUEST ENDORSEMENTS – REQUIRED
(Electronic signature or notation is sufficient)

JHU Employee (including PhD employees): _____

Employee's Manager

Departmental Administrator (for PhD employees): _____

Divisional HR (All personal requests for Staff and Faculty): _____

Department Chair: (Personal Requests Faculty): _____

****PLEASE NOTE THAT THIS IS AN INITIAL INTAKE FORM ONLY. COMPLETION OF THIS FORM DOES NOT PROVIDE ANY AUTHORIZATION FOR THE ACTIVITY REQUESTED. **PLEASE ALSO NOTE THAT THIS INFORMATION IS COLLECTED FOR LEGAL COMPLIANCE AND TAX ANALYSIS PURPOSES ONLY AND WILL NOT BE SHARED.**