**Intake Form for Hiring Internationally and/or MIT Employees Working Abroad**

This form is designed to assist schools or DLCs to gather information about individuals working abroad for a total of 30 or more days (per country, per calendar year). For more information on the approval and notification process, per policy 7.10, please refer to this [chart](https://policies.mit.edu/chart-employees-working-outside-massachusetts-domestic-and-international).

Please send questions and completed forms to the International People Placement (IPP) team at: [hro-international@mit.edu](mailto:hro-international@mit.edu).

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| 1. Date IPP team informed: |
| 1. Country of requested assignment: |
| 1. DLC contact (name, phone, email): |
| 1. Who approved the int’l placement/hiring?    1. For all requests – who in the DLC (HRO/AO and dept head)?:    2. If >6 months – which Asst Dean/Asst Provost?: |
| 1. Name of the MIT PI, if any: |
| 1. General description of the activity that will be performed abroad (attach a copy of job description if available): |
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| * 1. How is the proposed employment funded? Provide the account number, if any. |
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| * 1. New Program – will there be a formal agreement? If so, with whom?   Existing Program – Is the approval of a foreign sponsor required for the placement? If so, has it been obtained? |
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| 1. Details about employee who will be working outside the US, if known:  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Name of employee | MIT ID# (if applicable) | Title | DLC | Approx. start and end dates abroad | % Effort (or # of hours/week) | |  |  |  |  |  |  |  |  |  | | --- | --- | | 1. Is the employee a US Citizen? Yes \_\_ / No \_\_   If No, is the employee a “US permanent resident alien”? Yes \_\_ / No \_\_ | | | 1. Indicate employee’s citizenship in any other country(ies): |  | |  | | | 1. Indicate any countries *other than the US* where the employee has lived in the past five years, including approximate duration per country: | | |  | | | 1. Type of visa/work permits required/pursuing (either to work in the U.S., and/or to work in the foreign country): | | |  | | | 1. After this assignment, is the employee expected to come to Campus to work? If so, when and in what capacity? | | |  | | |

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| 1. Employee’s prior employment in the last 5 years: | | | | |
| Place of employment (e.g., Cambridge, other state, foreign country) | Title | DLC (if at MIT) or company | Duration | Percent effort |
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| 1. In what city outside the U.S. will the employee be working? | | | | |
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| 1. Will they be working from home, a lab, rental space, other? | | | | |
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| 1. Will the employee require the use of any MIT equipment (other than a laptop) or the shipment of any physical items from the U.S. to the foreign country? If so, please explain. | | | | |
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| 1. Does the appointment potentially involve research in nuclear reactor or nuclear fuel technologies (including related equipment and materials)? | | | | |
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| 1. Will the employee require access to any item or information subject to an existing export control “Technology Control Plan” put in place by MIT’s Export Control Officer? | | | | |
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