**Overseas Working Request Form**

Before completing this form, please follow the **Process for making a request to employ staff to work overseas** outlined in the College’s [Overseas working guidance](https://www.imperial.ac.uk/human-resources/procedures/overseas-working/).

**Line Managers**: Please complete this formand email to your Head of Department for their consideration in the first instance.

**Heads of Departments**: Please review this form carefully and, where you support the request, complete the HoD Authorisation section and email overseas-working-requests@imperial.ac.uk for review.

Fully completed requests will be reviewed on a regular basis and confirmed with the College’s final decision.

**SECTION ONE: Employee Details (Line Manager to complete)**

|  |  |
| --- | --- |
| **CID** |  |
| **Full name** |  |
| **Faculty** |  |
| **Department** |  |
| **Job title** |  |
| **Proposed start date (if new starter)** |  |
| **Fixed term contract end date (if applicable)** |  |
| **Research funding source (if applicable)** |  |
| **Nationality** |  |
| **UK immigration status (if applicable)** | *Please indicate if employee has applied for/been granted any of the following:*[ ]  Global Talent Visa[ ]  Tier 2/Skilled Worker Visa[ ]  Tier 5/Temporary Worker (Government Authorised Exchange) Visa[ ]  EU Pre-Settled Status [ ]  EU Settled Status*If granted, please provide expiry date:* |
| **Overseas immigration status (if applicable)** | *If employee has applied for/been granted permission to work, please provide details:*  |

**SECTION TWO: Overseas Work Details (Line Manager to complete)**

|  |  |  |
| --- | --- | --- |
| Type of request | [ ]  To recruit employee locally overseas[ ]  To employ UK based employee overseas[ ]  To second UK based employee to partner organisation overseas | [ ] New appointment[ ]  Existing employee |
| Normal work location (country) |  |
| Overseas work location (country) |  |
| Proposed overseas work start date |  |
| Proposed overseas work end date |  |
| Expected date of entry/return to the UK (if applicable) |  |
| Justification - please explain below:* *Why you require the individual to undertake work overseas rather than in the UK*
* *The benefits e.g. how this arrangement fits in with the College’s/Faculty’s overall research/teaching strategy, etc*
* *How any additional costs will be met i.e. income tax, social security & payroll costs, visa/work permit costs, travel insurance, etc.*
 |
| I confirm that: [ ]  I have reviewed the College’s [Overseas working guidance](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/hr/public/policies/overseas/Working-Overseas---Guidance-for-Managers.pdf) [ ]  I have attached a completed Safety [risk assessment for offsite work](http://www.imperial.ac.uk/safety/safety-by-topic/off-site-working/) |
| Line Manager (name)  |  | Date |  |

**SECTION THREE - Head of Department Authorisation**

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| *Please explain:** *Why you support this overseas work request*
* *The exceptional circumstances that apply e.g.:*
	+ *Employee unable to return to the UK after holiday/business trip because of temporary travel restrictions*
	+ *Employee unable to come to the UK to start work because of temporary travel restrictions*
	+ *Employee seconded to a partner organisation overseas*
	+ *Employee recruited locally to work overseas*
* *Why it is business critical for the employee to undertake work overseas*
 |
| I confirm that: [ ] I have reviewed the College’s [Overseas working guidance](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/hr/public/policies/overseas/Working-Overseas---Guidance-for-Managers.pdf)[ ] I have reviewed the completed Safety [risk assessment for offsite work](http://www.imperial.ac.uk/safety/safety-by-topic/off-site-working/)[ ] The employee and department accept any excess liabilities and agree to meet any additional costs that may arise from this engagement and any associated professional analysis. *Please note that it is often not feasible to provide an initial indication of the potential costs that may arise.* |
| Head of Department (name)  |  | Date |  |

**For HR use only**

|  |  |
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| Payroll/Tax risk assessment including: * Corporate PE position
* Income Tax
* Social Security
* Payroll Withholding
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| Immigration & Compliance risk assessment including:* UK immigration status
* Overseas immigration status
* Travel restrictions
 |  |
| HR risk assessment including:* Employment Law
* Pension
* Contractual implications
 |  |
| Approved/Conditions of Approval including:* Start date subject to evidence of UK visa application
* Duration permitted
* Review date
* Requirement for individual to make best endeavours to locate to UK asap
 |  |
| Not Approved/Reasons  |  |
| Date |  |