**Pilot Overseas Working Request Form**

Before completing this form, please review the College’s [Overseas Working Guidance and the International Mobility Framework.](https://www.imperial.ac.uk/operational-improvement/our-projects/imob-project/imob-pilot/)

**Line Managers**: Please complete this formand email to your Head of Department or Senior Approver (DOM/FOO) for their consideration in the first instance.

**Senior Approver**: Please review this form carefully and, where you support the request, complete the Senior Approver Authorisation section and email to [international-mobility-team@imperial.ac.uk](mailto:international-mobility-team@imperial.ac.uk) for review.

Fully completed requests will be reviewed on a regular basis and confirmed with any final IMT recommendations.

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

|  |  |
| --- | --- |
| **CID** |  |
| **Full name** |  |
| **Employee email** |  |
| **Faculty** |  |
| **Department** |  |
| **Job title** |  |
| **FTE equivalent** |  |
| **Fixed term contract end date (if applicable)** | dd/mm/yyyy |
| **Research funding source (if applicable)** |  |
| **Primary Nationality** |  |
| **Any additional Nationality (if applicable)** |  |
| **UK immigration status (if applicable)** | *Please indicate if employee has applied for/obtained the following:*  Global Talent Visa  Tier 2/Skilled Worker Visa  Tier 5/Temp. Worker (Government Authorised Exchange) Visa  EU Pre-Settled Status  EU Settled Status  *If granted, please provide expiry date:* |

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

|  |  |
| --- | --- |
| Personal or College driven request | Personal  College |
| New appointment or existing employee | New appointment  Existing employee |
| Request type | Recruit employee locally overseas  Employ UK based employee overseas  Second UK based employee to o/s partner  Sabbatical (paid)  Sabbatical (unpaid) |
| Proposed start date (**if new starter**) | dd/mm/yyyy |
| Normal work location (country) |  |
| Overseas work location (country) |  |
| Does the employee have the Right to Work in the overseas location? | Yes  No |
| Overseas immigration/Right to Work status (if applicable) | *Please provide details:* |
| Proposed **first day** in overseas work location | dd/mm/yyyy |
| Proposed **last day** in overseas work location | dd/mm/yyyy |
| Expected date of **entry/return** to the UK (if applicable) | dd/mm/yyyy |
| Total number of **working days** to be spent in overseas work location |  |
| Number of workdays spent in this location **in last 12 months**? | (if applicable) |

|  |  |  |
| --- | --- | --- |
| **Justification** - please explain below:   * *What activities the individual will be undertaking and where (e.g., remote work, partner institute etc.)?* * *Why the individual would undertake work overseas rather than in the UK?* * *The benefits e.g., how this arrangement fits with the College’s overall strategy, etc.?* * *How additional costs would be met i.e., Tax, Social Security & Payroll costs, Visa, 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)  The employee has the relevant health / travel insurance in place | | |
| Line Manager (name) |  | Date: dd/mm/yyyy |
| Line Manager (email) |  |

**SECTION THREE: Departmental Authorisation (Senior Approver to complete)**

|  |  |  |
| --- | --- | --- |
| *Please add any additional information/further context if relevant:* | | |
| **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)  The employee and department accept any excess liabilities for additional costs arising from this engagement | | |
| Senior Approver (name) |  | Date: dd/mm/yyyy |
| Senior Approver (email) |  |