**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](mailto: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**

|  |  |  |  |
| --- | --- | --- | --- |
| *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**

|  |  |
| --- | --- |
| Payroll/Tax risk assessment including:   * Corporate PE position * Income Tax * Social Security * Payroll Withholding |  |
| 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 |  |