



Immigration Affairs

International Alternate Work Location (IAWL) Request for Faculty, Staff, Graduate Assistants

INSTRUCTIONS: This form is to be used to request approval for an international alternate work location for a faculty member, staff member, or graduate assistant. In accordance with [University SAP 33.06.01.M0.03](#), an IAWL is contingent upon approval by the required parties as indicated in section III below and should not be considered an employee entitlement. The IAWL may be terminated at any time and for any reason.

I. TO BE COMPLETED BY EMPLOYEE

Name

Employment Type Please Select

Title

Department

College/School

Anticipated Start Date of IAWL

Anticipated End Date of IAWL

***Any request exceeding 60 days may be subject to review by outside counsel at the expense of the academic department.**

IAWL Address

City

State/Province

Country

Postal Code

Describe the request for an IAWL:

What activities will be performed from the IAWL?

Will you access TAMU's network from abroad? If so, how and with what equipment?

II. TO BE COMPLETED BY DEPARTMENT HEAD/ SUPERVISOR

Explain the critical business need for the department to continue to employ the employee from an IAWL (refer to section 4.1 of [University SAP 33.06.01.M0.03](#)). Note that immigration issues (expiration of non-immigrant status, absence of a visa, etc.) are not a basis on which to support a critical business need justification on the part of the academic department.

How does the critical business need outweigh the potential of subjecting TAMU to foreign risks and obligations?

What is the impact to the department if the request is not approved?

Why can the duties and responsibilities not be performed by existing members of the department that are present in the United States?

Does the department have a succession plan in place to ensure business continuity of the activities of this employee in their absence?

What equipment will the university provide if this request is approved?

Per [University SAP 33.06.01.M0.03](#) International Alternate Work Locations, section 6.1, Texas A&M will not approve any IAWL unless the employee has the legal right to work in the host country. Entering the host country on a business or tourist visa does not provide the right to work per se, and thus, the IAWL will not be approved. Has the employee obtained authorization to work in the proposed country?

Yes

No

If not, please explain:

Based on [University Rule 31.05.01.M1](#) Faculty Consulting and/or External Professional Employment, section 4.7 the following activities require prior approval:

- external appointment/titles
- board service
- research projects and proposals
- unfunded research related activities
- consulting
- editorial service
- proposal review/review panels
- expert witness
- academic and professional services
- talent recruitment programs
- teaching

Does the proposed activity require prior approval?

Yes

No

If yes, has the employee submitted a pre-approval request through Huron?

Yes

No

Employee and supervisor must acknowledge review of [SAP 36.06.01.M0.03](#).

I acknowledge that I have reviewed SAP 36.06.01.M0.03.

Employee Signature Date

Supervisor/Department Head Signature Date

Prior to submission of this form, the department must obtain clearance from the VPR's Export Controls Office (exportcontrols@tamu.edu).

Have the employee's activities been cleared? Yes No

Export Control Officer Signature Date

The academic department accepts full responsibility of all financial consequences that could be brought upon TAMU by a foreign government for overlooking their employment and tax laws. Prior to submission of this form, the department will share the information provided with the Tax Compliance Office for their review and feedback(tax@tamu.edu)

Received:

TAMU Tax Compliance Office Signature Date

III. APPROVALS

Faculty:

Department Head Signature Date

Dean Signature Date

Staff:

Supervisor	Signature	Date
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Director	Signature	Date
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Vice President for Human Resources and Organizational Effectiveness	Signature	Date
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Graduate Assistant:

Supervisor	Signature	Date
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Department Head	Signature	Date
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Graduate Operations Committee	Signature	Date
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Dean of College/School	Signature	Date
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Associate Provost & Dean of the Graduate and Professional School	Signature	Date
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Vice President for Human Resources and Organizational Effectiveness	Signature	Date
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After all approvals and signatures have been obtain, please submit this form via email to immigration@tamu.edu for further routing.

IV. FOR ROUTING BY IMMIGRATION AFFAIRS

For requests that are greater than 60 days, Immigration Affairs will route to the System Budgets and Accounting Office for review and feedback.

Received:

System Budgets and Accounting	Signature	Date
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Faculty:

Immigration Affairs	Signature	Date
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Vice Provost for Faculty Affairs	Signature	Date
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Staff:

Immigration Affairs	Signature	Date
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Graduate Assistant:

Immigration Affairs	Signature	Date
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