EMPLOYMENT OUTSIDE UNITED STATES  
REQUEST FOR INFORMATION/ASSISTANCE

# *Please fill in this information as completely as you can. The more information you provide us, the better we can assist you.*

If you are considering having a person perform work for your unit outside the United States, please provide the available information to the *Employment Outside the United States Working Group* at [eous@umn.edu](mailto:eous@umn.edu) for assistance with handling the situation appropriately.

Name of unit:

Unit contact information:

Name:

Position:

Email address:

Phone number:

Why is the unit arranging to have someone work outside the United States?

What is the funding source for the work?

Information regarding work that will be performed:

Location (city, country):

Length of engagement:

Full-time or part-time:

If part-time, what percentage?

General nature of the work duties:

Information regarding who will be performing the work:

The individual is not identified yet. OR

The individual is identified.

Name:

Nationality:

Employee ID/Vendor ID:

Current residency:

Current employer:

Has this person worked for the University previously?  Yes No

If yes, provide details.

Information regarding intended compensation for the work:

Do not know. OR

The unit intends to treat the individual as an independent contractor. OR

The unit intends to treat the individual as an employee:

Amount/form of proposed compensation:

The unit intends to provide the individual with:

Health insurance coverage

Life insurance coverage

Retirement coverage

Housing allowance

Hazard pay

Other