[Insert Date]

Dear [Unit Head, Dean, Vice president, Associate Dean, or Designee]:

A request has been submitted by \_\_[Insert Name]\_\_\_\_\_\_\_ to employ or otherwise engage an individual resident outside of the U.S. to perform services for GW from outside the U.S. or to place a GW employee overseas. The university has developed a process to review these requests.

The request has been made for the purpose of: [Describe]

Terms of Agreement:

[If available] Financial: Estimated Cost: $ Estimated Revenue: $

We recommend that your school/division consider the academic/programmatic value of the intended engagement to the school before you give approval to initiate review of the request.

Following your approval, the university will conduct the appropriate HR, legal and tax analyses to advise you accordingly. If the university needs to seek external advice, the school may incur some or all of the costs.

International employment requests may also involve costs associated with registering as an employer and/or fulfilling the necessary legal and visa requirements before the engagement can commence. These costs may be funded in part or in full by the school.

Once the request is submitted, the Office of General Counsel and the Tax Office will estimate costs and provide them to you, to factor into your final determination as to whether to proceed with the engagement.

Please indicate your approval of this request to initiate review, by signing below.

Sincerely,

[Human Resources Representative or Associate Dean for Faculty Affairs or School Research Administrator]

Approved by: Date:

 \_\_\_\_\_\_\_\_\_