

# International Assignment

LAST UPDATED: 8/2/21

Prior to submitting this form, please ensure the employee completes the **Work Abroad Survey**. International Assignments are used in limited locations abroad, and must be pre-approved by Global Financial Services.

If you have questions about approvals to work abroad, please contact Kristy Holmes at [klholmes@princeton.edu](mailto:klholmes@princeton.edu).

## Employee Contact Information

The following individual will be studying and/or working outside of the United States. **This form should be completed for each international assignment period or calendar year if the assignment period crosses multiple years.**

FIRST NAME	MIDDLE INITIAL	LAST NAME	PUID #
US CITIZENSHIP/TAX RESIDENCY			
<input type="checkbox"/> US Citizen/Permanent Resident	<input type="checkbox"/> Resident For Tax Purposes	<input type="checkbox"/> Non-Resident For Tax Purposes	

## International Assignment

ASSIGNMENT START DATE	ASSIGNMENT END DATE	
STREET ADDRESS		CITY/TOWN
STATE/PROVINCE	ZIP/POSTAL CODE	COUNTRY
DESCRIPTION OF WORK/STUDY		

TAX LOCATION

TYPE OF EMPLOYEE  HR  DOF  Graduate School  Other:

WILL EMPLOYMENT CONTINUE IN THE US?  Yes  No

ON WHAT DAY WILL THE EMPLOYEE RETURN TO THE US?

WILL EMPLOYMENT TERMINATE ABROAD?  Yes  No

## Signatures

**Please confirm that this employee has completed the work abroad survey.** (The International Assignment form will not be reviewed until the work abroad survey has been completed)  Survey Complete

APPROVER (PRINT NAME)	DATE	SIGNATURE
DEPARTMENT		•
GLOBAL FINANCIAL SERVICES APPROVER (PRINT NAME)	DATE	SIGNATURE
DEPARTMENT Global Financial Services		•

• **Please email the form to the Global Financial Services office at [globalfin@princeton.edu](mailto:globalfin@princeton.edu).**  
For questions, please contact Global Financial Services at [globalfin@princeton.edu](mailto:globalfin@princeton.edu).