



### International Temporary Work Location (ITWL) Request for Graduate Assistants

**I. SUBMITTER INFORMATION**

College \_\_\_\_\_ Department \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Name of department faculty or interdisciplinary faculty submitting request

\_\_\_\_\_  
Title of department faculty or interdisciplinary faculty submitting request

\_\_\_\_\_  
Email of faculty or interdisciplinary Faculty submitting request

\_\_\_\_\_  
Telephone number of faculty or Interdisciplinary Faculty submitting request

**II. GRADUATE ASSISTANT INFORMATION**

Graduate Assistant Name: \_\_\_\_\_ UIN: \_\_\_\_\_

Active Enrollment (yes/no): \_\_\_\_\_ Enrolled Semester Credit Hours while at the ITWL: \_\_\_\_\_

**III. ITWL INFORMATION**

Graduate Assistant Position/Title: \_\_\_\_\_ Location (Country, State) of requested ITWL\*: \_\_\_\_\_

Anticipated start date of ITWL: \_\_\_\_\_ Anticipated end date of ITWL (must not exceed 60 days): \_\_\_\_\_

Provide a detailed summary of the critical business need:  
Reference section 4.1 of the ITWL for Graduate Assistant Guidelines\*\*. This should be detailed and articulate how the graduate assistant’s work contribution is a must for completion of the research or essential to the project within a prescribed deadline.

What information/resources will the graduate assistant need to access from their ITWL?

Describe the responsibilities that the graduate assistant will be expected to conduct remotely. For GARs, describe what research is being conducted.



Tax and Compliance Concerns\*\*\*:

If ITWL is approved, it is the employing department’s responsibility to make sure the graduate assistant is aware and acknowledges an understanding that they are still a resident for tax purposes and subject to taxes on their worldwide income. Any pay the graduate assistant receives while abroad will continue to be taxed as if they were present in the U.S.

Export Control Concerns\*\*\*:

\_\_\_\_\_ Initial here as verification of the following eligibility requirements:

- The graduate assistant is not subject to current formal disciplinary action.
- The graduate assistant is able to perform the assigned duties of their job description while working at the ITWL.

\_\_\_\_\_ Is the graduate assistant’s employing department submitting an ITWL request to Dean of Faculties on behalf of a faculty member intending to travel abroad for the same purpose? If yes, list the name(s) of the faculty that is requesting ITWL from DOF?

IV. APPROVALS

Department requests must be routed through the College Dean / GOC Dean or designee. Signatures below indicate support and approval of the request.

|   |  |       |
|---|--|-------|
| _____   | _____  | _____ |
| Name of faculty submitting request                            | Signature of faculty submitting request                            | Date  |
| _____   | _____  | _____ |
| Name of Department Head or designee (If different from above) | Signature of Department Head or designee (If different from above) | Date  |
| _____   | _____  | _____ |
| Name of College Dean / GOC Dean or designee                   | Signature of College Dean / GOC Dean or designee                   | Date  |

V. NOTES

\*Approval of ITWL does not indicate approval from ISS for graduate assistants that are not U.S. citizens or permanent residents. If the graduate assistant is not a citizen or permanent resident, the graduate assistants is responsible for reaching out to ISS regarding immigration matters and to determine what is needed to remain in good standing.

Because the ITWL is for a short-term duration and not intended to shift remotely the performance of the work on a permanent basis, Texas A&M University will not approve any ITWL unless the graduate assistant has the legal right to work in the host country.

\*\*An ITWL request may be subject to review by the Texas A&M System Office of General Counsel and authorized system outside counsel for guidance before the ITWL is approved. The Associate Provost and Dean of the Graduate and Professional School will determine whether the requests need further review. If the ITWL request is subject to review, the Associate Provost and Dean of the Graduate and Professional School or designee will contact the academic department.

Academic departments will be responsible for the payment of the outside counsel fees and costs for the guidance issued on the ITWL request. Outside counsel review does not guarantee that the ITWL request will be ultimately approved by the administration.

\*\*\*The Graduate and Professional School will share the information provided with Tax and Compliance and the Export Control Office for their review and feedback.