This form should be completed by authorized members of NYU Human Resources. Services can only be authorized by using this International Assignment Authorization Form.

Please contact the following members in the Office of Global Services (OGS) if you have any questions when completing this Form:

Rob Sanford - Associate Director, Immigration and Mobility Services  
robert.sanford@nyu.edu  +1 212 998 4241

Helen Newman - Senior Advisor, Immigration and Mobility Services  
helen.newman@nyu.edu  +1 212 998 4116

Please refer to the Global International Assignment Policies Summary tab for further information on each of the two policy types and a description of each of the benefits.
### Additional Information Below

If one of the benefits below will be provided, and the appropriate approval (please provide copy of approval) has been obtained, please complete the additional information request.

**Temporary Living**
- Standard is 60 days for long-term assignments / 30 days for short-term assignments in total to be used in either the home or host country. The faculty/administrator and family will be reimbursed for meals and incidental expenses in accordance with the NYU travel and expense policy.

  - **City Location:** 
  - **Number of days authorized:** 

**Children's Educational Assistance**
- If local schooling in the host country is not available, the University may provide/reimburse the cost of international schooling. International schooling may be provided for pre-school, kindergarten, elementary and secondary levels for each eligible child. Expenses related to tuition, transportation to and from school, books, uniforms, and related fees may be reimbursed for each eligible child.

  - **City Location:** 
  - **Projected Tuition Fees (if known):** 

### SECTION II Home Country Information

<table>
<thead>
<tr>
<th><strong>NYU School and/or Department</strong></th>
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<tbody>
<tr>
<td><strong>NYU Job Title</strong></td>
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<tr>
<td><strong>NYU Address</strong></td>
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<tr>
<td><strong>NYU E-Mail Address</strong></td>
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<tr>
<td><strong>NYU Housing Status</strong></td>
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</table>

Please provide any additional information

### SECTION III Host Country Information

<table>
<thead>
<tr>
<th><strong>NYU Portal Campus/Global Site School Name</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>NYU Portal Campus/Global Site Job Title</strong></td>
<td></td>
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<tr>
<td><strong>NYU Portal Campus/Global Site Address</strong></td>
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</tbody>
</table>

**NYU School HRO Contact**
- **Name:** 
- **Phone:** 
- **Email:**

**NYU School Dean Contact**
- **Name:** 
- **Phone:** 
- **Email:**

Please provide any additional information

### SECTION IV Faculty/Administrator Information

<table>
<thead>
<tr>
<th><strong>Gender</strong></th>
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<tbody>
<tr>
<td><strong>Marital status</strong></td>
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</table>

**Current Home location (or appointment location for repatriating faculty/administrator)**
- **City:** 
- **Country:** 

If the faculty/administrator is currently on appointment, where is faculty/administrator's Home City and Country?
- **City:** 
- **Country:**

**Date of birth**

**Country of birth**

**Country(s) of citizenship**

**Country(s) of permanent residence**

**Country(s) of valid visa**

**NYU original hire information**
- **Date:** 
- **Country:**

**Contact details**
- **Mobile:** 
- **Work phone:** 
- **Email:**

**Home Address:**

Please provide any additional information

### SECTION V Home Country Housing Information

**Does the faculty/administrator own or rent in the Home Country?**
- If the faculty/administrator owns his/her Home Country principal residence:
  - For how long has the faculty/administrator owned this residence?
  - Will the property be rented, sold or maintained?

**If the faculty/administrator rents his/her Home Country principal residence:**
- Will the rental lease be maintained during the appointment period?
  - If no, will the lease need to be terminated before it expires?
  - Please confirm the monetary amount for early termination of the lease if known at this time

**NYU School Dean Contact**
- **Name:** 
- **Phone:** 
- **Email:**

**All academic year sublets must be approved by the University and the apartment must be made available to University affiliates before being offered to the non-affiliate market. Tenants are only allowed to sublet their apartment for periods longer than 30 consecutive days and the rent charged to a subtenant may not exceed the tenant’s rent plus a 10% surcharge for a furnished apartment. More information can be found at:**
http://www.nyu.edu/life/living-at-nyu/faculty-housing/policies/online-sublet-form.html
### SECTION VI  Spouse-Domestic Partner and Dependent Information

<table>
<thead>
<tr>
<th>Full name</th>
<th>Spouse/Domestic Partner</th>
<th>Dependent 1</th>
<th>Dependent 2</th>
<th>Dependent 3</th>
<th>Dependent 4</th>
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</thead>
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<tr>
<td>Gender</td>
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<tr>
<td>Relationship to faculty/administrator</td>
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<td>Date of birth</td>
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<td>Country of birth</td>
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<td>Country of citizenship</td>
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<td>US Green card holder?</td>
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<td>Home Social Insurance ID</td>
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<td>Accompanying faculty/administrator on appointment/transfer?</td>
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<td>Is the dependent in full time education?</td>
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<td>Education grade level</td>
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<td>Occupation</td>
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<td>Email Address</td>
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Please provide any additional information

### SECTION VII  Office of Global Services (OGS) Team Sign Off - Cost Projection Initiation

Office of Global Services additional instructions

Rob Sanford, Associate Director for Immigration and Mobility Services

Date

### Part Two - Letter of Assignment

(The responsible HRO should secure required signatures as confirmed in Section II below)

<table>
<thead>
<tr>
<th>Date</th>
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</table>

### SECTION I  Faculty/Administrator Information

Please re-confirm the anticipated appointment start date

Please re-confirm the anticipated appointment end date

Please provide any additional information or confirm that there have been no changes from what was provided in Part One

Please note the authorized signatories per NYU Policy on the Letter of Assignment are the responsible School Dean /Authorized Administrator and the applicable Human Resource Officer (HRO).

### SECTION II  Letter of Assignment (Authorized Approvers/Signatories)

Office of Global Services (OGS) additional instructions

[Name], Dean / Approving Administrator

Date

[Name], Human Resource Officer

Date

Effective Date: May 2012
Internal Use Only