

INTERNATIONAL ASSIGNMENT REQUEST FORMPlease email completed form to PeopleLink at askpeoplelink@nyu.edu**Requester's Name:** _____**Employee Name:** _____**Net ID:** _____ **University ID: N** _____**Location of Assignment:** _____**Job Profile:** _____**Supervisory Organization:** _____

(Note: Existing Sup Org should be used unless IA is organized through Global Programs)

Assignment Start Date (Actual first day at international work location): _____**Expected Assignment End Date:** _____(Note: Employees are not automatically returned from IAs in PeopleSync and a separate request must be submitted via email to askpeoplelink@nyu.edu)**Traveling with Dependent(s)?** Yes / No

If so, please list _____

- Assignment Type:**
- NYU Short-Duration Business Trip
 - NYU J-Term Assignment
 - NYU Seven-Week Teaching Assignment
 - NYU Short-Duration International Assignment/Leave/Research Trip
 - NYU Long-Duration International Assignment/Leave/Research Trip
 - NYU Multi-Year International Assignment/Leave/Research Trip

Is the Costing Allocation (Chartfield) Changing? Yes / No

If so, please indicate: _____

Additional Notes: _____****Please note that this form only impacts the employee's status and health insurance options. For information regarding housing, immigration, and mobility services please contact the Office of Global Services at (212) 998-4242 or ogs.outbound@nyu.edu.****