



### Key Considerations for NYU Global Business Travel

Scenario	Length and Purpose	Documentation	Immigration and Tax	Healthcare Coverage
NYU short-duration business trip	Up to two weeks in duration and may include multiple visits to or visits to multiple NYU global locations	Business Invitation Letter may be necessary	Visa and/or work permit may be required. Tax liability may result depending on total days at the location. Please contact <a href="#">OGS</a> or <a href="#">FO&amp;T</a> for assistance.	Retain NYU US healthcare coverage and <a href="#">add Geo Blue emergency global coverage</a>
NYU J-term assignment	Three-week assignments teaching at a NYU global location either in January or during the summer months	Assignment letter	Visa and/or work permit may be required. Tax liability may result depending on total days at the location. Please contact <a href="#">OGS</a> or <a href="#">FO&amp;T</a> for assistance.	Retain NYU US healthcare coverage and <a href="#">add Geo Blue emergency global coverage</a>
NYU seven-week teaching assignment	Seven-week assignments teaching at a NYU global location	Assignment letter	Visa and/or work permit may be required. Tax liability may result depending on total days at the location. Please contact <a href="#">OGS</a> or <a href="#">FO&amp;T</a> for assistance.	Retain NYU US healthcare coverage and <a href="#">add Geo Blue emergency global coverage</a>
NYU short-duration international assignment/leave/research trip	More than seven and up to fourteen weeks (i.e. semester) teaching, conducting research or providing administrative services either at a NYU location or another global location. Includes leaves and fellowships	Assignment letter	Visa and/or work permit may be required. Tax liability may result depending on total days at the location. Please contact <a href="#">OGS</a> or <a href="#">FO&amp;T</a> for assistance.	Enroll in Aetna Global PPO medical and dental coverage*
NYU long-duration international assignment/leave/research trip	More than fourteen and up to 52 weeks (i.e. Academic year) teaching, conducting research or providing administrative services either at a NYU location or another global location. Includes leaves and fellowships	Assignment letter	Visa and/or work permit is likely required. Tax liability may result depending on total days at the location. Please contact <a href="#">OGS</a> or <a href="#">FO&amp;T</a> for assistance.	Enroll in Aetna Global PPO medical and dental coverage*
NYU Multi-year international assignment/leave/research trip	More than 52 weeks teaching, conducting research or providing administrative services either at a NYU location or another global location. Includes leaves and fellowships	Assignment letter	A visa, work and residence permit is required and a tax liability should be calculated. Please contact <a href="#">OGS</a> or <a href="#">FO&amp;T</a> for assistance.	Enroll in Aetna Global medical and dental coverage*

\* To enroll in Aetna Global medical and dental coverage, your Human Resources Officer (HRO) must place you on international assignment (IA) in PeopleSync. Once placed on IA, you will be notified via email to access the Benefits Resources Center where you will have the ability to enroll in the Aetna PPO medical and dental plan. At the end of your IA, your HRO will remove you from IA and again you will be notified via email to access the Benefits Resources Center where you will have the ability to enroll in one of the NYU US medical and dental plans.