**University of California**

**International Telework Exception Request Form for Academic Appointees**

The following request form must be completed and submitted to the sponsoring divisional Academic Personnel Office in order to request a temporary exception for international telework in Fall Quarter 2021. UCSC’s central Academic Personnel Office has the final authority for approval of exceptions. Appointees must not begin or continue work from an international location prior to receiving approval.

Exceptions will be granted for the following situations:

1. Academic appointees (including student employees) who have a visa but are subject to a travel restriction and cannot enter the U.S. by the start of fall quarter 2021;
2. Newly appointed academic appointees (including student employees) who are unable to obtain their visa to enter the U.S. by the start of fall quarter 2021; and
3. Current academic appointees (including student employees) who are unable to renew their visa to enter the U.S. by the start of fall quarter 2021.

For eligible academic appointees, temporary international telework may only be approved through December 31, 2021.

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| --- | --- |
| 1. Appointee Name | Last Name, First Name Middle Name |
| 2. Appointee Email Address | Click or tap here to enter text. |
| 3. Appointee’s Department/Unit | Click or tap here to enter text. |
| 4. Appointee’s Division | Click or tap here to enter text. |
| 5. Supervisor/Advisor | Click or tap here to enter name of supervisor. |
| 6. Job Title | Click or tap here to enter text. |
| 7. Proposed Appointment Start Date | Click or tap to enter a date. |
| 8. Proposed Appointment End Date | Click or tap to enter a date. |
| 9.  a. Reason(s) for the International Telework:  b. Describe Efforts Made to Enter the U.S., including dates: | |
| 10. Date Left the U.S. (if applicable) | Click or tap to enter a date. |
| 11. Date Will Enter the U.S. | Click or tap to enter a date. |
| 12. Country Where Telework Will Occur | Click or tap here to enter text. |
| 13. Describe work that will be completed while residing internationally: | Click or tap here to enter text. |
| 14. What university equipment traveled with/is traveling with the appointee: | Click or tap here to enter text. |
| 15.  a. Will the appointee be conducting research activities in support of extramurally funded projects while residing internationally? □ Yes □No  b. If yes to 15a, appointee and supervisor/advisor’s signature below additionally certify that any sponsor required notification and/or approvals for foreign activity have been completed prior to the submission of this application.  *Note: If you are unsure whether sponsor notification and/or prior-approval is required please have the applicable PI contact your Departments OSP Contract and Grant Officer for confirmation.* | |
| 16. Other Notes: | Click or tap here to enter text. |
| 17. Supervisor/Advisor Signature |  |
| 18. Appointee Signature |  |
| 19. Dept/Unit Head Signature |  |
| Route Form to Divisional Academic Personnel Office: | |
| 20. Office of Research- Export Control Review |  |
| 21. Dean Signature |  |
| Route form to APO ([apo@ucsc.edu](mailto:apo@ucsc.edu)) for final decision. | |
| 22. Academic Personnel Office Approval  (AVP- APO Grace McClintock) |  |

For additional information on temporary telework from international locations, please see [Working Remotely Outside California](https://apo.ucsc.edu/covid-19/working-remotely.html) and [Frequently Asked Questions (FAQs) Regarding Academic Appointees Temporarily Teleworking from Overseas](https://www.ucop.edu/academic-personnel-programs/_files/special-announcements/faq-re-acad-appointees-teleworking-from-overseas.pdf).