Please complete this questionnaire. **Export Controls must approve international work before it begins. Employment outside Illinois is not an entitlement.**

1. **Name**

2. **Provide the name of the city and country where work will be performed.**

3. **UIN and E-Class**

4. **Send resume/CV, and job description with this email. If no official/approved job description exists or if differs from proposed international assignment, please list job duties here.**

5. **Start date of work abroad. Start date in the country, if applicable [not USA].**

6. **End date:**
   (1) When is the last day the employee will be in this country [not USA]?

   (2) If no end date, why not?

   (3) Does the employee's appointment have an end date?

7. **Are they a U.S. citizen? If no, current visa status**

8. **Are they citizens of another country? If so, which?**

9. **A). Is this grant/sponsored activity work? Please contact OSP/SPA** (Office of Sponsored Programs UIC/ Sponsored Programs Administration UIUC) **in regards to your employee working abroad.**

    Yes   No

    B). If yes, list date OSP/SPA (Office of Sponsored Programs UIC/ Sponsored Programs Administration UIUC) **contacted and reviewed.**

    spa@illinois.edu
    Sponsored Programs Administration UIUC

    gcopost@uic.edu
    Office of Sponsored Programs UIC

10. **Will the employee be taking any university equipment (e.g. computers, laboratory or scientific equipment) or research materials (e.g. biological samples, chemicals) outside the United States?**

    Yes   No

    a. **If yes, please describe:**

11. **Will the employee be accessing university computer systems remotely from outside the United States?**

    Yes   No

    a. **If yes, please describe the university systems you will access remotely, including any supercomputers or supercomputer applications:**

12. **Does the employee intend to participate in the conduct of university research while outside the United States?**

    Yes   No

    a. **If yes, complete the following:**

        i.   **Will they be accessing or storing research data on the university's computer systems from outside the United States?**

             Yes   No

        ii. **Will they be carrying or storing research data on a laptop or portable storage device while they travel?**

             Yes   No

iii. Will they be taking equipment, materials or data listed under a Technology Control Plan (TCP)? (For more information about TCPs see https://research.illinois.edu/faqs/what-technology-control-plan).

Yes   No

iv. Do they plan to publish the results of research or otherwise make the results publicly available?

Yes   No

13. **Will they be accessing or creating computer source code while they travel?**

Yes   No

a. **If yes, will the source code they access or create be publicly available, open-source source code?**

Yes   No

14. **Please list any entities (e.g., universities, research centers, institutions, companies, and/or conference venues) they plan to visit.**

15. **Please list any individuals, as well as their institutional affiliations, whom they plan to visit.**

16. **Export Controls must approve international work before it begins:**

Has the unit already received approval from the export compliance officer if university property and software will be used outside the U.S.?

Yes   No

Do not answer this question with "not applicable" or "unknown", etc.

Export Controls UIUC
exportcontrols@illinois.edu

UIC Export Controls
uicexport@uic.edu

STOP   **For reporting <60 day cases, stop here. For 60 days or more, continue.**

17. **For H1Bs only, If applicable, when does the current H1B visa expire? How many years has the individual been on H1B status?**

18. **If not a citizen, does the individual have an employment-based US immigration visa application pending?**

19. **Is the individual a current employee or a prospective employee?**

    Current employee   Prospective employee

20. **If a current employee, is the employee's position covered by a collective bargaining agreement? Which CBA?**

21. **Are you aware of any agreements in place that your units used prior to out of country assignments?**

22. **Please indicate your unit's preference in terms of hiring options (e.g., engage the individual as an employee or as an independent contractor).**

23. **List Appointment %,**
    Anticipated work schedule
    Expected hours worked per week

24. **What documentation does this employee have to show work authorization in aforementioned foreign country? If local citizen, then enter "local citizen" in field.**

25. **Does the employee require a visa to work in aforementioned foreign country?**

26. **Will they supervise employees?**

    Yes   No

27. Will they have the authority to enter in any contracts on behalf of the university?

Yes   No

28. Will they sell any goods or services on behalf of the university?

Yes   No

29. Payment:
    a.   Will they receive payment for services?

    b.   Is the university currently paying them?

    c.   Is another company paying them?

    d.   How much and what is the frequency of pay (i.e., monthly or hourly)?

    e.   Will the university provide payments to a U.S. bank account or a bank account in another country?

    f.   Is the individual on a paid leave (e.g., FMLA)?

30. Will they travel to the U.S. or other countries during this timeframe, or will they stay in the same country the entire time?

31. Will they travel between US and the country?

32. Are other university employees traveling to work in this country as well?

33. Is the individual's family traveling to this country with them?

34. If the individual's family will not travel to the country with the individual, does that mean the individual does not have dependents, or dependents will stay in the U.S.?

   If they will stay in the U.S., what visa status are they on?

35. Where will the individual perform services in the other country (e.g., house/apartment, university- or non-university leased office, another university)?