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| **Submission Information** |
| **Submitted by** *(name)***:** |  | **Date:** |  |
| **Department:**  |  |
| **Chair:**  |  |
| **Lead Administrator:** |  |
| **HR Generalist:** |  |

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| **Faculty Information**  |
| **Name:** |  |
| **Citizenship:** |  | **Country of Residence:** |  |
| **Country from which you wish to work remotely and visa type (if applicable):** |  |
| **Anticipated dates the faculty member will be working from this country:** |  | **Physical Location(s) (address) where the work will be performed:** |  |

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| **Position Information** |
| **Position Title:** |  |
| **Funding Source (include name of funding agency, if applicable):** |  |
| **Expected activities while outside the United States:** |  |
| **For new faculty only, status of Offer Letter:** | [ ]  Issued [ ]  Received [ ]  Signed |

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| **Additional Information** |
| **Reason for temporary international work location:** |  |
| **Will the faculty member need remote technical or administrative support? If yes, please describe support and how Yale will provide it.** |  |

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| **Committee Review and Recommendation** |
| **Committee** **recommendation:** |  |
| **Date of Committee Review**  |  |
| **Date responded to department:** |  |