

HARVARD

GLOBAL SUPPORT SERVICES



International Staffing Intake Form

1. Provide as much information as possible about your hiring activity.
2. Return the completed form to your International Program Consultant in GSS.

Do not include passport, Social Security, or state/country-issued ID numbers, or credit card or financial account numbers, or personal health information on this form.

Project Requester

Name:

Title:

School/Unit:

Department:

Email:

Phone:

Additional stakeholders:

Project Summary

Project Details

Does the project have any local partners, NGO, subcontractors, or any other partners?

Funding source(s):

Does this project involve human subjects?

Yes

No

Will staff be collecting personally identifiable data?

Yes

No

Will staff be importing/exporting:

Biological/chemical samples?

Yes

No

Scientific equipment/artifacts?

Yes

No

Technology or data?

Yes

No

Property

Will staff require:

Office/lab space?	Vehicles?	Computers/phones?
Yes	Yes	Yes
No	No	No

Project Review

Have you:

Talked with your local HR?	Talked with your local Finance?	Submitted for Provost's review?
Yes	Yes	Yes
No	No	No

Employee Information

Name (first and last)		Citizenship	
City, country of work		Immigration status	
Travel into/out of country more than once?	Yes No	Work schedule	Full time Part time
Expected start and end date		Possibility of extension?	Yes No
Salary and benefits		Payment location and currency	
Brief description of work			
Previous Harvard affiliation		Current employment	
Does the individual have a registered corporate entity?	Yes No	<i>A registered corporate entity may be his or her own business, e.g. sole proprietorship for the purpose of consulting.</i>	
If yes, does the corporate entity have a tax ID number?	Yes No		