



## INFORMATION NEEDED FOR ENGAGING INDIVIDUALS OVERSEAS

Please fill out the information below about the individual to be engaged overseas and forward to Claire Hu ([c.h@princeton.edu](mailto:c.h@princeton.edu)), who will coordinate with relevant offices and advise the best way to engage such individual. If multiple individuals are needed for the same project, fill one form for each person. For questions, please contact Claire Hu (8 7232)

### KEY INFORMATION FOR DETERMINING HOW TO ENGAGE INDIVIDUALS OVERSEAS

Name: \_\_\_\_\_ Citizenship(s) & Residency: \_\_\_\_\_

Start Date: \_\_\_\_\_ (Expected) End Date: \_\_\_\_\_

New Hire: Job Title: \_\_\_\_\_ Department: \_\_\_\_\_

Rehire: Job Title: \_\_\_\_\_ Department: \_\_\_\_\_

Previous Engagement with University: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Position: \_\_\_\_\_

2<sup>nd</sup> Previous Engagement with University: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Position: \_\_\_\_\_

Work Location (Country and City/Region): \_\_\_\_\_

Hours per Week : \_\_\_\_\_ Hourly Rate: \_\_\_\_\_

Total Hours: \_\_\_\_\_ Total Payment: \_\_\_\_\_

Scope of work (e.g. field research, translation, etc.):  
(If not enough space, use next section.)

Does the individual have a PhD? Will she/he be teaching? (DoF or HR Appointment?) \_\_\_\_\_

Affiliation with any local university or other organizations (If so, name of organization): \_\_\_\_\_

Does the individual need any insurance? \_\_\_\_\_

Do you intend to hire this person again? If so, when and for how long? \_\_\_\_\_

### ADDITIONAL INFORMATION

Please list any additional information on the individual or project (e.g. compensation, benefits, etc.):

Name

Date