

From: UW Graduate School Dean <graddean@uw.edu>

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Subject: Employing/Paying International Students Working Abroad

Dear GPAs and GPCs -

Thank you for your patience as we've worked through the various issues regarding employing international students who are resident in their home countries. I am writing to confirm with you that the Executive Office has approved employing and paying international graduate students who need to work remotely from abroad. This includes new international students who are unable to get their visas in time to arrive in person for autumn quarter but who still plan to enroll and hold their appointments, as well as continuing international students who may have had to return to their home countries for various reasons and are still abroad due to the current COVID-19 situation.

Please be aware that this is not a blanket approval to allow any graduate student who wishes to relocate and do their TA/RA/SA/Predoc Instructor work from abroad. This is also not a permanent policy change. This is a very temporary arrangement to accommodate those international graduate students stuck abroad for reasons related to the current COVID-19 pandemic. International graduate students should continue to make all efforts to obtain their visas and arrive to the UW in person as soon as possible, even if we continue with remote instruction. Continuing remote work abroad for more than 180 days (the start of spring quarter 2021) is not supported at this time. We will review this approach quarterly, including prior to the start of winter quarter 2021.

We cannot employ or pay graduate students resident in Iran in any way due to current sanctions. This limitation also extends to the other US-sanctioned countries of Cuba, Syria, North Korea. In addition, there may be issues around export controls and grant funds used to pay RAs. You should be clear on any compliance issues with the grant funds you're using. Consult with your school/college dean's office if you have concerns or questions regarding the compliant use of grant funding.

It is important to know that there are risks to our graduate students when employed by us and working remotely in their home countries. They may be subject to taxes in

their home country. However, the university does not have a legal presence in most countries and is unable to withhold and/or pay foreign taxes on a student's behalf. We also cannot advise graduate students on those tax considerations or how to be compliant with their own country's laws. This is the responsibility of the individual graduate student.

Workday Processes

Those international graduate students to whom you've offered funding will be employed through the normal Workday process, in the relevant union-covered job (with union dues withheld). Details on how to note remote work and other required documentation are in the attached document. Please use this to process appointments.

Those graduate students who may have US bank accounts should have their pay directly deposited. Those currently without a US bank account may wish to research the possibility of an online multi-currency bank account as an option. There are several companies that now provide a service to those abroad to establish a US bank account with the required routing number and account number to enable direct deposit. There are fees and limitations associated with such accounts, particularly with transferring US dollars to other currencies or accounts. The university cannot recommend specific companies or otherwise comment on or endorse this approach, we are simply noting it as a potential option to research.

Those graduate students who do not have US bank accounts or are unable to have direct deposit information entered in Workday will have a paper check cut. Paper checks will be mailed to students, if they put in an address - even to a foreign address. Alternatively, checks can be held at the ISC for pick-up when the student is able to arrive in the US. For this latter option, there are specific instructions on the attached document to request that checks be held at the ISC.

International Graduate Student Communication

We ask that you provide this information ASAP to your affected international graduate students regarding the way in which we can employ them and pay them while they are working remotely. In addition, we ask that you clearly communicate these specific issues:

- International graduate students should continue to make all efforts to obtain their visas and arrive to the UW in person as soon as possible, even if we continue with remote instruction.
- Continuing international students should check with ISS to ensure working at the UW while abroad does not negatively impact their ongoing visa status
- This is a temporary and short-term solution for the fall quarter that will be reevaluated for subsequent quarters
- A reminder that there are tax and compliance risks to them being employed by the UW and working remotely in their home countries that should factor into their decision-making.

And one last reminder that all graduate students employed as salaried TAs, RAs, SAs, Predoctoral Instructors, trainees/fellows must meet minimum full-time enrollment requirements of 10 credits each quarter no matter their work location. An international student working in a teaching capacity must meet the English language requirements of [Memo 15](#). Employing units must ensure these requirements are met.

We know many of you have questions regarding fellowship funding. We will follow-up with you separately regarding different payment options.

Finally, for those students who feel that remote employment with us isn't feasible for some reason, we hope that you will remain flexible with them in deferring admission and their funding guarantees. This is a very difficult and stressful time for everyone, and it is to the benefit of all to be as flexible as we can.

Attached are the details regarding payment processes mentioned previously in this document. Please read through them and follow them carefully!

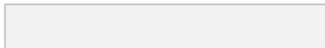
If you have questions, please contact our staff at gradappt@uw.edu.

JOY WILLIAMSON-LOTT

Dean of The Graduate School

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