



GRA/GTA Work Location Confirmation Form *Bradley Department of Electrical and Computer Engineering*

Virginia Tech is not registered to do business in countries other than the United States and thus cannot hire individuals to work for the University from a foreign location. Also, all international students and employees must work at a VT campus location due to specific rules associated with visa and immigration status regarding place of employment. Any domestic or foreign national employee located outside of Virginia may be subject to other state and local tax laws. Due to these restrictions, all ECE graduate research assistants and graduate teaching assistants are required to work from a Virginia Tech campus location. Any exceptions to these policies are rare and require extensive review and approval through the Department as well as Human Resources, Payroll, the Graduate School, and possibly the Provost’s Office.

Please complete the form below and return the signed document to bsemones@vt.edu no later than 8/10/21 to verify that you understand and agree to these conditions.

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I, _____, hereby confirm that I will be performing my duties as a Graduate Research Assistant/Graduate Teaching Assistant during the Fall 2021 semester from my base station (home campus) of _____. I agree that if I need to travel personally outside of the United States, I will inform my supervisor and Kathy Atkins, ECE Business Manager (atkins@vt.edu), before such travel occurs and am aware that I am not authorized to perform any work for Virginia Tech outside of the United States or Virginia without prior approval. I understand that my GRA/GTA appointment will be terminated if I fail to meet these requirements.

Signature

Date