**FORM APPOINTMENT WITH INTERNATIONAL COMPONENT**

(Future) staff member's name:

Date:

The information requested in this form is needed to conduct an analysis of the legal implications of the staff appointment in various fields such as immigration, social security, labor law, etc. Many different factors can play a determining role.

Therefore, it is **extremely important to fill out this form completely and truthfully**. In case of doubt or questions, contact hr-international@kuleuven.be.

Please be aware that any change in your personal situation, even a temporary change, such as a new residence address, changes in employment rates, an additional assignment with another employer, etc. may have an impact on the legal provisions and on your employment at KU Leuven.   
**Please report any change in a timely manner to** hr-international@kuleuven.be.

Please note that completion of this form does not constitute formal approval of the appointment and its implementation modalities. The modalities of implementation are approved by the department head, department chair and/or dean, and by the appropriate governing body.

**SECTION TO BE COMPLETED BY THE (FUTURE) STAFF MEMBER**

1. STAFF MEMBER'S PERSONAL DATA  
   * + 1. Nationality: Kenya
       2. (Main) place of residence\*[[1]](#footnote-1) immediately prior to KU Leuven appointment:

Belgium:

Other country, viz.

* + - 1. Main place of residence\* during KU Leuven appointment:

Belgium

Other country, viz.

* + - 1. Second residence during KU Leuven appointment:

No

Yes, in

1. OTHER SIMULTANEOUS EMPLOYMENT

* + - 1. During your KU Leuven appointment, do you have any paid employment with another employer or are you self-employed?

No🡪 go to section C of the questionnaire

Yes, with another employer(s)🡪 complete question 2

Yes, I have an activity as a self-employed person🡪 complete question 3

Yes, both with (another) employer(s) and self-employment🡪 complete questions 2 and 3

* + - 1. Please provide the following info for all your other employers:

|  |  |  |
| --- | --- | --- |
|  | Other employer 1 | Other employer 2 |
| Name |  |  |
| Country where the employer's registered office is located |  |  |
| Appointment period |  |  |
| Employment rate |  |  |
| Social security qualification[[2]](#footnote-2) | Employee  (Equivalent to) civil servant  Other: | Employee  (Equivalent to) civil servant  Other: |
| In which country(ies) do you perform your assignment for these other employer(s)?[[3]](#footnote-3)\*\* | In the country where the employer's registered office is located: for       % of the assignment  In Belgium: for      % of the assignment  In another country, viz.      : for      % of the assignment | In the country where the employer's registered office is located: for      % of the assignment  In Belgium: for      % of the assignment  In another country, viz.      : for      % of the assignment |

Note (optional):

* + - 1. In which country(ies) do you carry out your self-employed activity\*\*:

In the country where the registered office of the self-employed activity is located, viz.

In Belgium

In another country, viz.

Note (optional):

1. SITUATION PRIOR TO KU LEUVEN APPOINTMENT
2. Were you subject to Belgian social security during the last 30 days prior to your KU Leuven appointment:
3. Were you working in the academic or educational sector in a country other than Belgium immediately prior to your KU Leuven appointment:

If yes, in which country:

1. Did you have any paid employment in Belgium in the past:

If yes, specify which period(s) you were employed in a salaried status in Belgium :

* + - from 1/06/2021 up to and including 31/05/2023
    - from 1/07/2023 up to and including 15/11/2023

1. Do you benefit from a replacement income[[4]](#footnote-4):

If yes, what type of replacement income do you receive:

legal pension country:

other:       country:

1. FAMILY MEMBERS
   * + 1. Do you have a legal partner:

If yes,

* + - * + nationality of your legal partner: Kenya
        + main place of residence\* of your legal partner during the KU Leuven appointment:

Belgium

other country: Kenya, with 2nd residence in Belgium:

* + - * + does your legal partner have a professional income during the period of your KU Leuven appointment:

yes, in which country:

no

* + - 1. Do you have minor or student children?

If yes,

* + - * + Main place of residence\* of your children during the KU Leuven appointment:

Belgium

other country: Kenya, with 2nd residence in Belgium:

CONFIRMATION OF THE INFORMATION SUPPLIED

I confirm that the information provided above is correct and complete.

I agree to provide a new form to [hr-international@kuleuven.be](mailto:hr-international@kuleuven.be) each time there is a change to the above information and also to provide a new form when the contract is renewed or changed.

I understand and acknowledge that KU Leuven has no responsibility for the consequences of unreported changes.

**(Future) staff member's signature:**

****

**Date:** 1/12/2023

**SECTION TO BE COMPLETED BY THE RECEIVING ENTITY OR SUPERVISOR**

1. STAFF CATEGORY AT KU LEUVEN   
   * + 1. Indicate which staff status the individual receives at KU Leuven:  
          Salaried staff member:   
           OR

Unsalaried staff member:

* + - 1. What is the desired start date for the KU Leuven appointment?
      2. What is the employment rate at KU Leuven?
      3. What is the anticipated duration of the KU Leuven appointment:

indefinite duration/tenured

definite duration: until

1. PLACE OF EMPLOYMENT

* + - 1. Does the (future) staff member **need** to perform the KU Leuven assignment **structurally** from a country other than Belgium?   
         *Consider frequent fieldwork or systematically carrying out the KU Leuven assignment at a partner institution. This does* ***not*** *concern**remote working at home (telework).*

***! Note that the KU Leuven appointment can never start from abroad. A first presence in Belgium of - depending on the situation - 1 or several months is always required.***

If yes, from which country:

for the full appointment

or

number of days/week:

or

different regime:

* + - 1. Within the [policy agreements on remote working from abroad](https://admin.kuleuven.be/personeel/intranet/werktijd-telewerk/hybride-werken/telewerk-buitenland), may the (future) staff member perform the KU Leuven assignment from a foreign home address (telework)?

CONFIRMATION OF THE INFORMATION SUPPLIED

I confirm that the information provided above is correct and complete.

**Signature supervisor or head of unit:**

****

**Date:** Click or tap to enter a date.

**SECTION TO BE COMPLETED BY THE HUMAN RESOURCES DEPARTMENT**

**Screening:**

***Social Security:***

***Taxes:***

***Labor Law:***

***Follow-up telework:***

***Other:***

**Conclusion:**

The appointment can be executed based on the information provided in this form.

Changes to the situation as outlined in this form are required. The following conditions are formulated for this appointment:

The individual and supervisor/head of unit agree to the above conclusion and conditions.

|  |  |
| --- | --- |
| **(Future) staff member's signature:**    **Date:** Click or tap to enter a date. | **Signature supervisor/head of unit:**    **Date:** Click or tap to enter a date. |

1. \* Main place of residence: the place where the family (legal partner and children) or the staff member as single person usually resides. This is based on the factual situation (e.g., place where family or single person stays most of the year, place where children attend school, place where center of economic interests is located (e.g., bank accounts), etc.). [↑](#footnote-ref-1)
2. This concerns the legal qualification given to your employment by the local social security authorities (for the purposes of EU Regulation 883/2004). If in doubt, contact the HR department of your other employer. [↑](#footnote-ref-2)
3. \*\*We gauge your physical presence in a particular country to carry out your assignments. Also take into account working from home (telework). You need not consider occasional business trips. [↑](#footnote-ref-3)
4. This includes e.g. pension benefit, unemployment benefit, sickness or disability benefit. [↑](#footnote-ref-4)