**Telecommuting confirmation form for International UN Volunteers**

Complete this form only if you will be telecommuting at the beginning of your assignment instead of travelling to your duty station.

This confirms that you will not be travelling at the start of your assignment and will not receive a lump sum travel payment.

You should upload this form for the following tasks in UVP during the pre-deployment process:

* Confirm visa
* Upload travel ticket.
* Complete security clearance

The pre-deployment process in UVP cannot continue unless you complete these tasks. Not doing so may delay payment of entitlements and issuance of your UN Volunteer contract.

**Section 1: UN Volunteer candidate and assignment details**

|  |  |
| --- | --- |
|  First name:  |  Family name:  |
|  Assignment title:   |
|  Host entity: |
|  Intended assignment duty station:   |  Intended assignment country:  |
|  Telecommuting location: |  Telecommuting country: |
|  Assignment start date  (from telecommuting location as agreed with host entity dd/mm/yyyy) |  |

**Section 2: Confirmation**

[ ]  I confirm by uploading this form to UVP that I will begin my UN Volunteer assignment telecommuting from the location above

[ ]  My telecommuting status was agreed with my host entity they have confirmed this in writing.