

Office of International Programs

Request for J-1 Occasional Lectures and Short-Term Consultations (Incidental Employment)

Use this form to request approval from Auburn University for reimbursements and/or compensation for J-1 scholar Occasional Lecture and/or Short-term Consultation at another institution or Corporation.

J-1 Research Scholars, Short-term Scholars, and Professors sponsored by Auburn University may be permitted to engage in incidental employment if authorized in advance and in writing by the International Student and Scholar Services Office. Department of State J-1 regulations allow visiting scholars to participate in occasional lectures and short-term consultations outside of the program sponsor under limited conditions. In order to request authorization for additional activity and reimbursements and/or compensation, the scholar must submit a completed and signed version of this form along with an offer/invitation letter from the employer where the services will be performed, clearly describing the terms and conditions of the offer to lecture or consult. This information must include the duration, number of hours, field or subject, amount of compensation, and description of the activity. If wages or other remuneration are received, the scholar must act as an independent contractor (22 CFR 62.20).

Scholar

Complete the top portion of this form and send it to your inviting institution/corporation.

Scholar Last Name: _____ First Name: _____

Email: _____ Phone: _____

Inviting institution/corporation Information:

Employer/Institution/Payer: _____

Email: _____ Phone: _____

Location of activity: _____

Start date: _____ End date: _____ Total hours involved: _____

A description of the activity:

Attach an offer/invitation letter from the employer that includes the following information:

- Location of activity
- Duration of activity
- Total hours
- Field or subject of activity
- Amount of compensation
- Description of activity
- Terms and conditions of offer
- Professor/Scholar is classified as an independent contractor



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Scholar

Send this form to your Department Head or Supervisor at Auburn University for completion.

INCLUDE MATERIALS OR DOCUMENTS FROM YOUR INVITING INSTITUTION/CORPORATION IF APPLICABLE

AU Department Head or Supervisor: please complete this portion and return to scholar

I acknowledge that I have read the materials from the inviting institution/corporation. I also confirm the following concerning the proposed activity:

The proposed additional activity is directly related to the scholar's original program objective because

It is, furthermore, incidental to the scholar's primary activities, will not delay completion of their program, and is occasional and not an ongoing activity.

The proposed activity will enhance the scholar's program by

I recommend approval of the proposed activity.

Name of Department Head or Supervisor: _____

Signature: _____

Email: _____ Phone: _____

Scholar

Upon receipt of this completed request form, schedule with an International Advisor and bring the form and all supplemental materials with you to the appointment.

ISSS Use Only:

Approved

Denied

Evaluated by: _____ Date (mm/dd/yyyy): _____

Rationale for Denial: _____



OFFICE OF INTERNATIONAL PROGRAMS

228 Foy Hall, Auburn, AL 36830

Phone: 334-844-5001 | Fax: 334-844-4983

www.auburn.edu/international