

INTERNATIONAL STUDENT & SCHOLAR SERVICES

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AUTHORIZATION REQUEST FOR OFF-SITE EMPLOYMENT J-1 Professors and Research Scholars Only

OVERVIEW

J-1 visiting scholars in the Professors/Research Scholar category are permitted to receive compensation (if applicable) by participating in activities stated only on their DS-2019.

However, J-1 visiting scholars in the Professors/Research Scholar category may accept additional employment when they complete proper paperwork and obtain **prior written authorization** from the International Advisor at International Student and Scholar Services (ISSS).

“Additional employment” is defined as participation in occasional lectures and short-term consultations. Such lectures and consultations must be incidental to the visiting scholar’s primary program activities. Additional employment must meet the following conditions:

- (i) Be directly related to the objectives of the visiting scholar’s program;
- (ii) Site of activity for “additional employment” must have a certain relationship/agreement with UConn
- (iii) Be incidental to the exchange visitor's primary program activities;
- (iv) Not delay the completion date of the visitor's program; and
- (v) Be documented in SEVIS.

If the J-1 visiting scholar receives wages or other remuneration for such activities, he/she must act as an independent contractor as such term is defined in 8 C.F.R. § 274a.1(j).

WHEN TO MAKE A REQUEST TO ISSS

Your work authorization must be processed and granted **BEFORE** the event start. Please submit a request *at least 2 weeks before the off-site activity start date*.

WHAT TO SUBMIT TO ISSS FOR AUTHORIZATION

You need to submit the following items along with your request:

1. Invitation/Offer letter from an off-site employer setting forth the terms and conditions of the offer to lecture or consult including the duration, number of hours, field or subject, amount of compensation, and description of such activity; and
2. Letter from your UConn hosting department recommending such activity and explaining how it is directly related to the objectives of your J-1 exchange program, it is incidental to your primary program activity, and it will not delay the completion date of your J-1 program.