

This handout is designed for J-1 professors, research scholars, and short-term scholars (henceforth, "scholars"). It will explain the regulations which permit J-1 scholars to participate in occasional lectures and short-term consultations.

Your J-1 Responsible Officer

To work for any organization other than the University of Pennsylvania in the position described on your DS-2019 form, you must **first** obtain **approval in writing** from your J-1 Responsible/Alternate Responsible Officer (RO/ARO), who represents your J-1 sponsor and issues your Form DS-2019. The RO/ARO must evaluate the proposed occasional lectures or consultations in terms of your program objectives, and then decide whether or not it would be appropriate. For most J-1 scholars at Penn, the University is your sponsor and your J-1 RO/ARO is one of the advisers at International Student and Scholar Services (ISSS). If your J-1 sponsor is an *agency* (e.g. IIE), and if you are uncertain how to reach your J-1 RO/ARO, an ISSS adviser will help you find out, but Penn RO/ARO has no authority to grant permission for you to accept an occasional lecture or consultation opportunity.

Conditions

The term occasional embodies the concept of single events rather than an ongoing activity. To ensure that "occasional lectures or short-term consultations" do not interfere with and are in keeping with the activities of your J-1 program, they:

1. must be directly related to the objectives of your Exchange Visitor program;
2. must be *incidental* to your primary program activities; and
3. must not delay the completion of your Exchange Visitor program.

Procedures

To obtain authorization for occasional lectures or consultations, you should present the following to your RO/ARO:

1. A copy of your letter of offer from the prospective employer describing the terms and conditions of the proposed lecture or consultation, including the duration, the number of hours, the field or subject, the amount of compensation, a description of the activity, and the site of activity
2. A completed J-1 Scholar Occasional Lectures or Consultations Recommendation and Request Form (by your department head/supervisor and you)
3. A copy of your immigration documents: passport (biographical data, photo, & expiration date pages), front and back of I-94 card, and DS-2019(s)

If your J-1 RO/ARO approves your proposed occasional lecture or consultation, he or she will authorize the employment in writing (on ISSS letterhead). Again, the written authorization must be secured prior to starting the occasional lecture or consultation.

Authorization to Work

If your RO/ARO approves you to participate in an occasional lecture or consultation, you will be working not as an employee but as an independent contractor, meaning that you will not have a sustained employer-employee relationship with the person or institution paying you, and will not complete Form I-9, "Employment Eligibility Verification," in order to start work. In that situation your authorization will take the form of a letter to you from your J-1 RO/ARO, which you should keep permanently for your record.

If the occasional lecture or consultation is sustained, for example if you will be teaching a course at another school that lasts an entire term, you should seek a different type of authorization from your RO/ARO. Please see an ISSS advisor for more information.

A Note of Caution

As a J-1 scholar, your options for occasional lectures or consultations are limited. Please remember that employment without proper authorization is a serious violation of your status. Before you begin any kind of employment, you must first consult your J-1 RO/ARO (at Penn, ISSS advisors), whose written approval is necessary **in advance**.



J-1 Scholar Occasional Lectures or Consultations Recommendation & Request

NOTE: Bring this form and required supporting documentation to meet with an ISSS advisor (RO/ARO).

A: Recommendation to Be Completed by J-1 Scholar's Department Head or Supervisor

J-1 Scholar's Name: _____ / _____ / _____
(Family/Last) (Given/First) (Middle)

Employer's Name: _____

Number of hours per week: _____ /wk Position Title: _____

Dates of Employment: From: Month: _____ Day: _____ Year: _____ To: Month: _____ Day: _____ Year: _____

Description of proposed employment:

I, as the above-mentioned J-1 scholar's department head or supervisor, confirm the following:

- *the above-mentioned occasional lecture or consultation is directly related to the J-1 scholar's original J-1 program activity here at Penn;*
- *the above-mentioned occasional lecture or consultation is indeed incidental and occasional, and it will not delay completion of the J-1 scholar's exchange program;*
- *the above-mentioned occasional lecture or consultation would enhance the J-1 scholar's exchange program; and*
- *I recommend approval of the above-mentioned occasional lecture or consultation.*

Name of Penn Department Head or Supervisor: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

B: Request to Be Completed by J-1 Scholar

Date of Birth: Month: _____ Day: _____ Year: _____

Phone: _____ Email: _____

Statement of Understanding:

- *I have maintained valid J-1 status since I began my exchange program at the University of Pennsylvania.*
- *I understand that I must report to ISSS (via Oipadm@pobox.upenn.edu) any change to my name or address.*
- *I understand that I must report to ISSS if there are any changes to the above-mentioned occasional lecture or consultation.*
- *I have maintained adequate health insurance required by the US Department of State for myself and J-2 dependents if any.*

Signature of J-1 Scholar: _____ Date: _____