



**OFFICE OF INTERNATIONAL STUDENT & SCHOLAR SERVICES J-1
OCCASIONAL LECTURE AUTHORIZATION FORM**

Eligibility to Receive Outside Payment Authorization

J regulations require that the J1 Scholar Occasional Lectures or Short-term Consultations must:

- be directly related to the objectives of your J-1 Exchange Visitor's program;
- be incidental to your J-1 Exchange Visitor's primary program activities;
- not delay the completion date of the J-1 Exchange Visitor's program; and
- be documented in SEVIS and approved in writing by an ARO/RO from the OISSS office

STEPS TO REQUEST AUTHORIZATION:

1. Obtain a **letter from the prospective employer** that includes the following items:

- the site and description of the activity in which you will engage;
- the amount of compensation you will receive;
- your field of study or subject to be addressed through the occasional lecture
- total number of hours needed to complete this activity;
- the duration (start date & end date); and
- a description of the terms and conditions of the proposed employment indicating terms of payment as an independent contractor

2. Complete Request Form with the assistance of your Sponsoring Department (2nd Page)



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J1 Scholar Name: _____ SEVIS ID#: _____ -

TO BE COMPLETED BY DEPARTMENT:

Bard Sponsoring Department: _____ Contact #: _____

As the J-1 Scholar's Program Director, I confirm (check each circle):

- The Occasional Lecture/Short-term Consultation is directly related to the J1 scholar's program activity at Bard College.
- The Occasional Lecture/Short-term Consultation is incidental and will not delay completion of the J1 scholar's exchange program.
- The Occasional Lecture/Short-term Consultation will enhance the J1 scholar's program.
- I recommend approval of the requested Occasional Lecture/Short-term Consultation.

Name of Program Director: _____
Print Sign Date

Email: _____ Phone: _____

TO BE COMPLETED BY SCHOLAR:

Statement of Understanding (check each circle):

- I have maintained valid J1 status throughout my J1 program.
- I understand I must report any changes to the requested Occasional Lecture/Short-term Consultation.
- I understand I must be hired as an **independent contractor**, not an employee.
- I will not complete a Form I-9, Employment Eligibility Verification with the site of Occasional Lecture/Short-term Consultation.

Signature of J1 Scholar: _____
Date

Email: _____ Phone: _____