

Occasional Lectures or Consultations by J-1 Scholars

This handout is for J-1 professors, research scholars, and short-term scholars. It explains 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 Middle Tennessee State University 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 (not ongoing or standing)** lectures or consultations in terms of your program objectives, and then decide whether or not it would be appropriate.

Conditions

The term occasional embodies the concept of single events rather than an ongoing activity. To ensure that "occasional lectures or shorttermconsultations" 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 orconsultation, including the duration, the number of hours, the field or subject, the amount of compensation, a description of theactivity, 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 it in writing (on International Affairs 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.

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 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 International Affairs advisor (RO/ARO).

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

J-1 Scholar's Name:

Prospective Employer's Name:

Prospective Employer Address:

Number of hours per week:

Position Title:

Dates of Lecture or Consultation:

From:

To:

Description of proposed lecture or consultation:

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 MTSU;*
- 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 MTSU Department Head or Supervisor:

Email:

Signature of Academic Advisor: 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 MTSU;*
- I understand that I must report any change to my name or address;*
- I understand that I must report to International Affairs 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, and;*
- I understand that I must not be hired as an employee, but as an independent contractor, meaning that I will not have a sustained employment relationship and will not complete Form I-9, Employment Eligibility Verification, in order to start work.*

Signature of J-1 Scholar: _____ **Date:** _____