



Northeastern University
Office of Global Services

*** SAMPLE INSTITUTIONAL PAYMENT LETTER ***
(If payment will be issued by Northeastern, this letter is NOT necessary)

(*Please print on letterhead)

Office of Global Services
Northeastern University
405 Ell Hall
360 Huntington Avenue,
Boston, MA 02115
P 617-373-2310
F 617-373-8788

Date (mm/dd/yyyy)

To Whom It May Concern:

The (name of organization or university) would like to support (scholar's full name) to (explain activity such as lecture, conference, consultation, etc.) regarding (subject or field) on (date or dates) for a total of (#) hours. The event will take place at (name and address where activity will take place).

We will offer approximately (state \$ amount of payment) as a (travel reimbursement, stipend, payment of expenses, or other one-time payment) to (scholar's name). If this scholar will be paid a stipend, honorarium, or similar type of one-time payment, our institution understands that he/she *must* be paid as an independent contractor. As such, we understand that the J-1 scholar cannot be employed on an ongoing basis. If this scholar will be issued a *reimbursement*, our institution understands that the independent contractor status is not necessary.

We understand that this scholar cannot participate in this activity without prior authorization from the Office of Global Services (OGS) at Northeastern University.

If further information is needed, please contact me at (email and telephone).

Sincerely,

Signature Required
(name, title)