

Please print on a letterhead

Sample J-1 Scholar Incidental Employment Letter from outside institution

Date

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,

Name

Title

Contact info