



**J-1 Scholars:
Incidental Employment and
Authorization Request for Payment or Reimbursement**

INSTRUCTIONS: In order to participate in an on campus or off-site activity and receive reimbursement from Northeastern University or an outside institution, J-1 scholars must request authorization from the Office of Global Services (OGS). *The OGS must receive this form at least 10 business days before the activity begin date. This form must be completed for each activity*

Authorization is required for the following

These are a few very basic examples that are by no means meant to be exhaustive:

1. A J-1 scholar will provide occasional lectures or short-term consultations at an on campus or off-site location, and be reimbursed by Northeastern
2. A J-1 scholar will present at a conference and will receive reimbursement for flights, hotels, or meals or stipend from conference organizers or a third party institution
3. A J-1 scholar will be a guest lecture for a seminar series and will receive a stipend from an outside institution or Northeastern
4. A J-1 scholar will provide unpaid occasional lectures or short-term consultations

Eligibility for Occasional or Incidental activities:

- Must be a J-1 exchange visitor participating in the Professor, Research Scholar, or Short Term scholar categories
- Must be directly related to the objectives of the exchange visitor's program
- Must be occasional in nature or incidental to the exchange visitor's primary program objectives
- Must be documented in SEVIS prior to participation
- Must submit institutional payment letter with this form if scholar will be reimbursed/paid by an institution other than Northeastern
- If receiving an honorarium, stipend (or similar type of one-time payment), must be paid as an "independent contractor"
- If being reimbursed, no need to be paid as an independent contractor
- Cannot delay the completion date of the visitor's program
- Inappropriate for job interviews

Authorization process

1. Scholar completes Section A and B of this form and requests Institutional Payment Letter (if applicable). (If the scholar has not yet arrived in the U.S., notify the OGS to assist with this process.)
2. Scholar gives the Form with the Institutional Payment Letter to the NU Faculty Host or Dean of College to complete Section C
3. NU Faculty Host or Dean of College approves and forward the Form and Payment Letter to SEVIS contact
4. SEVIS contact checks the Form for accuracy, confirms payment letter is acceptable, and forwards completed paperwork to the OGS 10 business days prior to participation in the activity
5. OGS issues revised DS-2019 form, which is documented proof of authorization to participate in the activity and receive reimbursement or payment (if applicable).

Consequences if Site of Activity is Not Authorized

OGS is unable to request authorization for participation in activities after the event has taken place. Failure to request authorization prior to the event may lead to program termination. Please know that payment cannot be issued, and participation in the event cannot take place without prior OGS authorization. "Payment" is defined as receiving reimbursement, stipend, honoraria, etc. It is not appropriate to be paid by salary, or in any other way that assumes that the scholar is participating in an ongoing activity, which is disallowed by the U.S. Department of State Exchange Visitor program.



Section A: J-1 Scholar Information (Completed by J-1 Scholar)

Name of J-1 scholar: _____
(Last) (First) (Middle)

Phone number: _____ E-mail: _____

Section B: Employment / Activity Information (Completed by J-1 Scholar)

This is One-Time or Incidental Participation in Activity Yes / No
I will receive reimbursement or payment for participation Yes* / No * _____
*If yes, please list name of institution that will reimburse you (i.e. Northeastern, third party, etc):

Site name of Institution where activity will take place: _____

Site address: _____
(Street Address) (City) (State) (Zip Code)

Section C: Recommendation (To be completed by NU Faculty Host or Dean of College)

I, _____, recommend that Mr. / Ms. _____
Name of NU Faculty Host or Dean of College Name of J-1 Scholar

participates in the conference / lecture / consultation / other (_____), taking place at
Circle one. If other, explain activity Institution hosting scholar

_____ on the following dates _____ to _____.
Institution Hosting Scholar (mm/dd/yyyy) (mm/dd/yyyy)

Participation in this activity will directly enhance this Exchange Visitor's J-1 program by

Detailed description of how activity will enhance the Exchange Visitor's Program (to be recorded in scholar's government record)

*The Scholar will receive reimbursement / honorarium / stipend / other (_____)
Circle one. If other, explain type of payment

in the approximate amount of \$ _____ for participation in this activity. I confirm that the activity
Amount

is directly related to the J-1 scholar's program objective, is incidental to the Exchange Visitor's primary program objective, and will not delay the completion date of the scholar's J-1 program.

I will forward this form and the sponsor invitation letter (if applicable) to the appropriate SEVIS contact for approval so that OGS receives this form at least 10 business days prior to the scholar's participation in the event.

Section D: Institutional Payment Letter (*only necessary if payment is not issued by Northeastern)

If the scholar will not be paid by Northeastern, the institution issuing payment must submit a detailed letter setting forth the terms and conditions of payment and participation in the event. A sample letter is offered on page three of this form. The letter must be signed.

NU Faculty Host (or Dean of College) Signature: _____ Date: _____

SEVIS Contact Signature: _____ Date: _____



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

(*Please print on letterhead)

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)