## Please print on a letterhead

## Sample Incidental Employment Letter Sample from NU faculty

Date
To Whom It May Concern,
I (name of faculty), recommend that Mr./Ms. (Name of J-1 scholar) participates in the conference / lecture / consolation/ other (specify), taking places at the during the period below:
Name of institution:
Dates: From to
The scholar will receive reimbursement / honorarium / stipend / other (specify) in the approximate amount of \$ for this participation in this activity.
The participation in this activity will directly enhance this J-1 scholar's program because of the following reasons:
Please provide details descriptions of how activity will enhance the scholar's program. This information will be recorded in scholar's government record.
I confirm that the activity 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.
Sincerely,
Name Title Contact info