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## Request for Authorization to Engage in Occasional Lectures or Consultations

**This request can only be made by J-1 scholars in the Professor, Research Scholar, or Short-Term Scholar category.**

J-1 research scholars (including short-term scholars) and professors may be authorized to participate in occasional lectures and short-term consultations that are incidental to the J-1 scholar's primary program activities. The authorization must be obtained from ISSS in writing prior to engaging in the activity.

The occasional lectures or short-term consultations must:

- ☐ Be directly related to the objectives of the J-1 scholar's program;
- ☐ Be incidental to the J-1 scholar's primary program activities;
- ☐ Not delay the completion date of the J-1 scholar's program; and
- ☐ Be documented in SEVIS.

If the J-1 scholar will receive wages or other compensation for the short-term lecture/ consultation, the J-1 scholar must act as an independent contractor. The regulations do not allow for a sustained employer/employee relationship with the incidental employer. [see 22 C.F.R. § 62.20(g)]

### To Be Completed by the J-1 Scholar Requesting Incidental Employment Authorization

J-1 Scholar's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
LAST/FAMILY First and Middle Month/ Day /Year

Scholar's Email: \_\_\_\_\_

Name of the Prospective Employer / Institution / or Sponsor of the Short-Term Lecture/ Consultation (entity that will issue the paycheck): \_\_\_\_\_

Start Date of Short-Term Activity: \_\_\_\_\_ End Date of Short-Term Activity: \_\_\_\_\_  
Month/ Day /Year Month/ Day /Year

The Short-Term Lecture/ Consultation will be: ☐ Paid ☐ Unpaid

#### You must attach your employment offer letter.

The letter must be on official letterhead with the employer's signature and indicate the following:

- Employer/institution's name and address
- Dates of short-term lecture/ consultation (e.g., from \_\_\_ to \_\_\_)
- Field or subject of short-term lecture/ consultation (e.g., Physics)
- Detailed description of the short-term lecture/ consultation
- # of hours you will engage in the short-term lecture/ consultation
- Compensation/amount of payment for the short-term lecture/ consultation
- Must indicate hiring as a short-term independent contractor (not an employee)

### ATTESTATION

- ☐ I attest that this short-term lecture or consultation is directly related to the objectives of my J-1 program.
- ☐ I attest that during the short-term lecture or consultation, I will continue to pursue my J-1 program goals and objectives and it will not delay my completion of my J-1 program.
- ☐ I understand that if I will receive compensation for this short-term lecture or consultation, I must be paid as an independent contractor and cannot be hired as an employee.
- ☐ I will only engage in the short-term lecture or consultation after receiving written authorization from ISSS.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To Be Completed by the J-1 Scholar's CU-Boulder Host Faculty Member**

The short-term lecture or consultation proposed by the scholar will enhance the scholar's J-1 program by:

**ATTESTATION**

As the J-1 scholar's departmental host, I confirm the J-1 scholar will continue to pursue the CU-Boulder collaboration and program objectives while engaging in a short-term lecture or consultation. I verify that the proposed lecture or consultation:

1. Is directly related to the J-1 scholar's program objectives;
2. Is incidental to the J-1 scholar's program activities;
3. Will not delay the completion date of the scholar's J-1 program; and
4. Is recommended by the department.

Name & Title: \_\_\_\_\_

Department: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_