



## Exchange Visitor Occasional Lecture or Consultation Offer Letter Requirements

Exchange Visitors in J-1 status will need to upload their occasional lecture or consultation offer letter to the [Request for Authorization to Engage in Occasional Lectures or Consultation](#) DocuSign.

Prior to submitting your request, make sure your offer letter is signed and on the official letterhead of the entity where the opportunity will take place. The authorization must be obtained from ISSS in writing **prior** to engaging in the opportunity.

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

- Your name
- Sponsoring entity's name and address where the opportunity will occur
- Exact dates of short-term lecture/ consultation (e.g., from    to   )
- Field or subject of the short-term lecture/ consultation (e.g., Physics)
- Detailed description of the short-term lecture/ consultation
- Total number of hours you will engage in the short-term lecture/ consultation
- Total payment you will receive for the short-term lecture/ consultation
- Must indicate the opportunity will be as a short-term independent contractor (not an employee)

Failure to submit an offer letter that meets the above criteria will delay your authorization to engage in an occasional lecture or short-term consultation