

HARVARD
INTERNATIONAL OFFICE



**J-1 OCCASIONAL LECTURE / SHORT-TERM CONSULTATION AUTHORIZATION
APPLICATION FORM**

Section 1: J-1 Scholar Information (To be completed by the J-1 Scholar)

J-1 Scholar Name: _____ SEVIS # _____

Harvard Department: _____

Section 2: Offeror and Activity Information (To be completed by the outside institution or organization inviting the J-1 Scholar)

Name of Offeror: _____

Field or Subject of Event or Activity: _____

Please provide a description of the event or activity:

Site of Activity Address: _____

(Enter the address where the J-1 Scholar will be physically located when participating in this activity)

Event or Activity Date(s): From: _____ To: _____

Number of Hours: _____

The compensation for this activity is as follows (please check all that apply):

___ Reimbursement for receipted expenses

___ Payment of an honorarium in the amount of _____

___ Other (please specify) _____

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Note: If a J-1 Scholar will receive wages or other remuneration for lectures or consultations, the J-1 regulations require that the J-1 Scholar act as an independent contractor.

Printed Name _____ Title _____
Offeror Representative

Signature _____
Offeror Representative

Section 3: Harvard Faculty Sponsor Recommendation (To be completed by the J-1 Scholar's Harvard faculty sponsor)

Please explain how the event or activity would enhance the J-1 Scholar's program at Harvard:

I hereby confirm my permission to allow the above-mentioned J-1 Scholar to pursue the aforementioned activity at the Offeror's organization or institution and that this activity is related to the J-1 Scholar's work at Harvard, is incidental to the J-1 Scholar's primary program activity, will enhance the J-1 Scholar's program at Harvard, and will not delay the completion of the J-1 Scholar's program at Harvard. If the terms and conditions of this activity change, I will inform the Harvard International Office (HIO) immediately.

Printed Name _____ Title _____
Harvard Faculty Sponsor

Signature _____
Harvard Faculty Sponsor

Email this completed form to internationaloffice@harvard.edu using the email subject line:

J-1 Occasional Lecture/Short-Term Consult Request