

HARVARD
INTERNATIONAL OFFICE



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

Step 1:

J-1 Scholar Name: _____ SEVIS # _____

Harvard Department: _____

Step 2: (To be completed by the host institution or organization inviting the J-1 scholar)

Name of Host Organization: _____

Description of Event or Activity: _____

Site of Activity Address:

(Enter the address where the scholar will be physically located when participating in this activity)

Street Address Apt/Unit #

City/Town State Zip Code

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) _____

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

Printed Name _____ Title _____

Host Institution Representative

Signature _____

Host Institution Representative

Step 3: (To be certified by the scholar's Harvard faculty sponsor)

I hereby confirm my permission to allow the above-mentioned scholar to pursue the aforementioned activity at the inviting host organization or institution and that this activity is related to the scholar's work at Harvard, is incidental to the scholar's primary program activity, will enhance the scholar's program at Harvard, and will not delay the completion of the 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**

Harvard International Office, Room 864, Richard A. and Susan F. Smith Campus Center
1350 Massachusetts Avenue, Cambridge, Massachusetts 02138

T 617-495-2789 W www.hio.harvard.edu E internationaloffice@harvard.edu