

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: _____

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 _____

Signature _____

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 _____

Signature _____

Please return this completed form via email to the HIO advisor assigned to the scholar.

Harvard International Office, Room 864, Richard A. and Susan F. Smith Campus Center

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