



# **J-1 SCHOLAR OCCASIONAL LECTURES OR CONSULTATIONS REQUEST**

This form is designed for J-1 Professors, Research Scholars, and Short-Term Scholars to request participation in occasional lectures and short-term consultations.

## Your J-1 Responsible Officer

To work for any organization other than Colorado State University in the position described on your DS-2019 form, you must first obtain approval in writing from your J-1 Responsible/Alternate Responsible Officer (RO/ARO), who represents your J-1 sponsor and issues your form DS-2019.

The RO/ARO must evaluate the proposed occasional lectures or consultations in terms of your program objectives, and then decide whether or not it would be appropriate.

## Conditions

The term “occasional” embodies the concept of single events, rather than ongoing activities, to ensure that “occasional lectures or short-term consultations” do not interfere with, and are in keeping with, the activities of your J-1 program. Occasional lectures or short-term consultations will be approved only if they meet all the following conditions:

1. Must be directly related to the objectives of your Exchange Visitor program
2. Must be incidental to your primary program activities; AND
3. Must not delay the completion of your Exchange Visitor program

## Procedures

To obtain authorization for occasional lectures or consultations, you should present the following to your RO/ARO:

1. A copy of your offer letter from the prospective employer describing the terms and conditions of the proposed lecture or consultation, including the duration, the number of hours, the field or subject, the amount of compensation, a description of the activity, and the site of activity
2. A completed J-1 Scholar Occasional Lectures or Consultations Recommendation (page 2 of this form), signed by your department head/supervisor and you

If your RO/ARO approves your proposed occasional lecture or consultation, he or she will authorize it in writing. Written authorization must be secured prior to starting the occasional lecture or consultation.

## Authorization to Work

If your RO/ARO approves you to participate in an occasional lecture or consultation, you will be working as an independent contractor (not as an employee), meaning that you will not have a sustained employer-employee relationship with the person or institution paying you. Therefore, you will not complete Form I-9 “Employment Eligibility Verification” in order to start work. In that situation, your employment authorization will take the form of a letter to you from your J-1 RO/ARO, which you should keep permanently for your record.



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## **RECOMMENDATION (To be completed by J-1 scholar's department supervisor)**

Name of J-1 Scholar:

Name of Proposed Employer:

Position Title:

Hours per Week:

Dates of Lecture or Consultation: From (month/day/year)

To (month/day/year)

Description of Proposed Lecture or Consultation:

I, the above mentioned J-1 scholar's department head or supervisor, confirm the following:

The occasional lecture or consultation is directly related to the J-1 scholar's original program activity at CSU;

The occasional lecture or consultation is indeed incidental and occasional, and it will not delay completion of the J-1 scholar's exchange program;

The occasional lecture or consultation will enhance the J-1 scholar's exchange program; and

I recommend approval of the above-mentioned occasional lecture or consultation.

Name of CSU Department Head or Supervisor:

Email Address:

Phone Number:

Signature:

Date:

### To Be Completed by J-1 Scholar

By signing by name to this form, I confirm that:

I have maintained valid J-1 status since I began my J-1 exchange program at CSU

I understand that I must report to ISSS ([iss@colostate.edu](mailto:iss@colostate.edu)) any change to my name or address, or if there are any changes to the above-mentioned occasional lecture or consultation

I have maintained adequate health insurance required by the U.S. Department of State for myself and my J-1 dependents (if any)

Scholar's Signature:

Date: