

J-1 SCHOLAR OCCASIONAL LECTURES OR CONSULTATIONS REQUEST

This form provides the Center for Global Health (CGH) with information required to grant authorization to a J-1 research scholar, professor, or short-term scholar to participate in occasional lectures or consultations at an institution other than MUSC. The J-1 scholar must also provide a copy of the invitation or offer letter from the other institution along with this completed form. If the request for occasional lectures or consultations is granted, the Responsible Officer (RO) in CGH will provide the J-1 scholar with written authorization. This form must be completed, and authorization must be obtained, each time a J-1 scholar wishes to participate in a lecture or consultation activity.

PART I – COMPLETED BY J-1 SCHOLAR’S SUPERVISOR

Scholar’s last name: _____ Scholar’s first name: _____

Name of prospective employer/other institution: _____

Address where activities will take place: _____

Dates of lecture or consultation (be specific): _____

Number of hours per week: _____ Position title: _____

Compensation: _____

Description of proposed activities: _____

As the above-listed J-1 scholar’s supervisor, I confirm the following:

- the above-listed occasional lecture or consultation is directly related to the J-1 scholar’s original J-1 program objective;
- the above-listed occasional lecture or consultation is indeed incidental or occasional, and it will not delay completion of the J-1 scholar’s exchange visitor program;
- the above-listed occasional lecture or consultation would enhance the J-1 scholar’s exchange visitor program; and
- I recommend approval of the above-listed occasional lecture or consultation.

Name of Supervisor

Signature

Date

PART II – COMPLETED BY J-1 SCHOLAR

By signing below, I certify all of the following:

- I have maintained valid J-1 status since I began my exchange visitor program at MUSC.
- I have maintained adequate health insurance that meets the US Department of State guidelines for myself and any J-2 dependents.
- I understand that I must report any change of name or address directly to CGH.
- I understand that I must inform CGH if there are any changes to the above-referenced occasional lecture or consultation.
- I understand that I must not be hired as an employee, but as an independent contractor, meaning that I will not have a sustained employment relationship and will not complete Form I-9, Employment Eligibility Verification, in order to receive compensation.
- I understand that I must obtain written approval from the Responsible Officer (RO) in CGH before engaging in the above-referenced lecture or consultation activities.

J-1 Scholar Signature

Date