EXCHANGE VISITOR J-1
REQUEST TO PARTICIPATE IN OUTSIDE OCCASIONAL LECTURES OR CONSULTATION

In accordance with 22 C.F.R. § 62.20(g), Professors and research scholars may participate in occasional lectures and short-term consultations, if authorized to do so by the sponsor. The lectures and consultations must be incidental to the exchange visitor's primary program activities, and must:

- be directly related to the objectives of the exchange visitor's program;
- be incidental to the exchange visitor’s primary program activities;
- not delay the completion date of the visitor's program; and
- be documented in SEVIS.

Occasional lectures or consultations must be approved in advance and in writing by the ISSS office. The Exchange Visitor must submit the following documents for approval:

(A) A letter from the institution/organization making the offer or invitation setting forth the terms and conditions of the offer to lecture or consult. The letter must include:

- the terms and condition of the proposed activities;
- the duration (beginning and ending dates);
- number of hours per week;
- the field or subject in which you will be engaged in;
- the amount of compensation; and
- a description of the activity

(B) A letter from the department head or supervisor at Stevens recommending such activity and explaining how it would enhance the exchange visitor's program. They letter should confirm the following:

- the occasional lecture or consultation is directly related to the J-1 scholar’s original J-1 program activity at Stevens Institute of Technology;
- the occasional lecture or consultation is incidental; and
- it will not delay completion of the J-1 Scholar’s exchange program

The ISSS office will review the letters and make a written determination.

Submit letters to: Caitlin Ross, Advisor, Wesley J. Howe Center, 5th Floor
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Phone: 201 216.5189