

**STONY BROOK UNIVERSITY – Visa & Immigration Services**  
**J-1 EXCHANGE VISITOR PROGRAM**  
**REQUEST FOR APPROVAL OF “OCCASIONAL LECTURE OR CONSULTATION”**

J-1 Exchange Visitors in the Research Scholar, Short-term Scholar or Professor categories: apply for permission to accept terms (paid or unpaid) for an occasional lecture or consultation, as defined in 22 CFR 62.20(1) of the Immigration Act. If the exchange visitor is to receive any remuneration or wage in the course of the approved activity, s/he must act as an *independent contractor* as such term is defined in 8 CFR 274(a)(1)(j).

**22 CFR 62.20:**

*Professors and research scholars may participate in occasional lectures and short-term consultation, unless disallowed by the sponsor. Such lectures and consultations must be incidental to the exchange visitor's primary program activities. If wages or other remuneration are received by the exchange visitor for such activities, the exchange visitor must act as an independent contractor as such term is defined in 8 CFR 274(a)(1)(j).*

Occasional lectures or consultations must be approved in advance and in writing by the Responsible Officer or Alternate Responsible Officer for the sponsoring J-1 Exchange Visitor Program. These lectures and consultations must be “incidental” to the primary program objective, so would be singular events, not ongoing activities.

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Please **attach a copy of the letter of invitation or offer** regarding the engagement. This letter must include:

- A description of the proposed activity, in sufficient detail to determine whether or not it is directly related to the original program objective
- Name and address of the institution, and contact information for the person supervising the activity
- If the proposed activity is at a location other than described above, provide the *complete* name and address of the facility wherein the activity is to be conducted
- The dates of the proposed activity, and number of hours
- Terms of remuneration, if any; this might include, but is not limited to: reimbursement for travel expenses, a per diem allowance, or honorarium

These letters of invitation are to be printed on the institution's letterhead and signed by an appropriate agent of the hosting institution.

Also **attach page 2 of this application, completed and signed by your department head or supervisor**, addressing the following:

- *Recommends* the specific activity
- Explanation of how the activity enhances your Exchange Visitor program
- States whether or not this activity is anticipated to interrupt the original program objective, or delay its completion

**If you are to be paid, you may only be paid as an “independent contractor”, defined in the Code of Federal Regulations under Section 8, 274(a)(1)(j).** There are many activities that cannot lawfully be categorized as independent contractor activities. Most institutions will know about this, but bring it to the attention of your host/supervisor; individuals may be less aware than the institutions they represent, and your host may need some guidance from his or her institution about this.

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FOR RESPONSIBLE OFFICER/ALTERNATE RESPONSIBLE OFFICER ONLY:

Yes/No	Letter of Offer completed in sufficient detail
Yes/No	Letter from department completed in sufficient detail
Yes/No	Directly related to original program objective(s)
Yes/No	Incidental to primary program activities
Yes/No	Potential for interruption or delay completion of program

NOTE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date approved \_\_\_\_\_ Signature \_\_\_\_\_

\_\_\_ SEVIS activity site entered \_\_\_ Authorization letter issued

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RE: \_\_\_\_\_ [J-1 Exchange Visitor's name]

DATE: \_\_\_\_\_

I strongly recommend that the above Exchange Visitor be approved for an “occasional lecture or consultation” at a site outside the university, as listed below. The recommended activity is commensurate with the original program objective, as indicated on his/her Form DS-2019: \_\_\_\_\_. The goals and objectives of this engagement are:

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Name and title of host supervisor: \_\_\_\_\_

Name of host institution: \_\_\_\_\_

Address of host institution: \_\_\_\_\_

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Location of engagement, if other than above:

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Number of hours/week: \_\_\_\_\_ Terms of salary or remuneration: \$ \_\_\_\_\_

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**This recommended engagement is directly related to the Exchange Visitor's original program objective, is incidental to the primary program activities and will not delay completion date of the visitor's program.**

\_\_\_\_\_ [department supervisor's name]

\_\_\_\_\_ [signature]

**Attach a copy of the letter of invitation** and return this recommendation to:

RO/ARO Exchange Visitor Program  
Visa & Immigration Services  
State University of New York at Stony Brook  
E5310 Melville Library