NC STATE UNIVERSITY

Office of International Services (OIS) - NCSU 320 Daniels Hall – Campus Box 7222 111 Lampe Drive, Raleigh NC 27695
Phone: 919.515.2961 Fax: 919.515-1402 ois@ncsu.edu
www.ncsu.edu/ois

Request for J-1 Research Scholar Incidental Employment

J-1 Research Scholars, Short-term Scholars, and Professors sponsored by NC State University may be permitted to engage in incidental employment if authorized in advance and in writing by OIS. In order to receive authorization for incidental employment from OIS, the J-1 Scholar must submit this form along with an offer/invitation letter from the employer where the services will be performed, clearly describing the terms and conditions of the offer to lecture or consult. This information must include the duration, number of hours, field or subject, amount of compensation, and description of the activity.

OIS will authorize the incidental employment in SEVIS and mail, fax or email the authorization to the employer with copies to the Scholar and NC State department.

Type of Authorization requested:

- ☐ Honoraria
- ☐ Re-imbursement of Expenses (travel/transportation, per diem, housing/hotel)
- ☐ Conference registration/fees
- ☐ Wages/Stipend

J-1 Research Scholar: _____
Employer/Institution/Payer: _____
Location (City/State): _____
Contact Information (Attn to:) _____
Fax: _____
Email: _____
Brief Description of Activity: _____
_____
_____
_____
_____

Begin Date of activity above: _____
End Date of activity above: _____
NC State PI: _____
PI Email: _____
NC State Departmental Personnel Rep: _____
Payroll Coordinator fax: _____

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PI Recommendation:
I recommend and approve the Scholar's request for incidental employment for the activity described above and certify that it is directly related to the scholar's original research objectives.

*PI signature:*_____ *Date:*_____