

Request for J-1 Research Scholar Incidental Employment

J-1 Exchange Visitor Research Scholars and Professors sponsored by NC State University may be authorized to engage in incidental employment if authorized in advance and in writing by OIS. In order to approve incidental employment in SEVIS, the J-1 Scholar must neatly complete this form, obtain the faculty sponsor's signature, and submit it to OIS at least one week before the proposed activity. OIS will authorize the incidental employment in SEVIS and fax or email the authorization to the employer with copies to the scholar and NC State department.

Type of Authorization requested:

- Honoraria
- Re-imbusement 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: _____

PI (name of faculty supervisor at NC State University): _____

PI Email: _____

NC State Departmental Payroll Coordinator: _____

Payroll Coordinator fax: _____

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

OISSS Use only

Date received at OIS:
Date approved in SEVIS:
Date approval sent to Dept/Employer:
Advisor: