## **Incidental Activities Request**

As a J-1 Scholar (professor, researcher, short-term scholar or specialist), your employment in the United States is limited to the activity and location described on your DS-2019 form.

Use this request to receive permission to engage in paid or unpaid opportunities and engagements beyond what is listed on your DS-2019, such as the occasional lecture or short-term consultation.

## **About This Request**

### When This Permission is Required

Scholars should not accept any new opportunities, either paid or unpaid, beyond what is listed on your DS-2019 without first checking with their OISS adviser [1]. This includes any kind of compensation (money, gift cards, etc.) for services, including clinical trials, guest lectures and in some cases earnings from editorial work or royalties from publications.

### When to Make This Request

It is the scholar's responsibility to secure authorization **before** the start of the proposed activity and provide the authorization letter to the host organization or institution if requested.

## **Activity Requirements**

Per <u>22 CFR 62.20(g)(1)</u> [2], J-1 scholars are permitted to engage in occasional lectures and consultations at outside locations with the prior approval of their J-1 sponsor. The proposed activity must:

- Be directly related to the objectives of your J-1 program at Yale
- Be incidental to your primary program activity at Yale
- Not delay the completion of your J-1 program

## **How to Make This Request**

If Yale is your J-1 sponsor, you must complete the J-1 Incidental Activities Request as described in the following sections in order to receive written permission before the proposed activity start date.

If your J-1 sponsor is an external agency or organization, you will need permission from this organization, and cannot use the following method to make this request.

### 1. Complete the J-1 Occasional Lecture/Short Term Consultation Application Form

Download and complete the <u>J-1 Occasional Lecture/Short Term Consultation Application Form</u> [3]. This form includes information about:

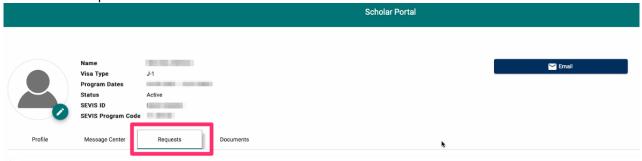
- The scholar, including their SEVIS number
- The institution hosting the incidental activity, including an offer or invitation letter/email providing details about the lecture or consultation
- The supervisor's recommendation, specifically how the proposed activity will benefit the scholar.

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The completed form and all attachments must be saved as PDFs.

#### 2. Submit the Form in OISS Connect

- 1. Log into OISS Connect with your email address and password (not NetID) [4]
- 2. Click on the Requests tab:



- 3. Click the J-1 Incidental Activities Request button under 'Available Requests' at the bottom left.
- 4. Enter information about the activity.
- 5. Upload both of these files as PDFs:
  - The completed J-1 Occasional Lecture/Short Term Consultation Application form
  - The offer or invitation letter/email providing details about the lecture or consultation, from the inviting institution
- 6. Confirm that both documents are attached by answering 'Yes' to the final two questions.
- 7. Click the Create Request button at the bottom of the window to complete the request.

#### Important Note:

You must upload both the completed J-1 Occasional Lecture/Short Term Consultation Application form and a copy of the invitation letter/email detailing the engagement as PDFs. If a file is in another format, you can <u>convert them to PDF using these instructions</u> [5].

## **Next Steps after Submitting this Request**

Your request should be processed within 5-10 business days. Once your request has been approved by OISS and entered into SEVIS, you will receive an email notification. <u>If you need a Social Security Number, follow these steps</u> [6].

## **Need Help?**

If you have any questions about completing this request, please email your OISS Adviser [7].

#### Employment for J-1 Scholars

As a J-1 Scholar (professor, researcher, short-term scholar or specialist), your employment in the United States is limited to the activity and location described on your DS-2019 form.

[8]

# **Employment for J-1 Scholars**

As a J-1 Scholar (professor, researcher, short-term scholar or specialist), your employment in the United States is limited to the activity and location described on your DS-2019 form.

#### **Incidental Activities Request**

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[8]

Source URL: https://oiss.yale.edu/immigration/j-1-scholars/oiss-connect-requests/incidental-activities-request

#### Links

[1] https://oiss.yale.edu/about/connect-with-oiss#findadviser [2] https://www.nafsa.org/ /file/ /amresource/22cfr62.htm#6220g [3] http://yale.box.com/v/Joccasionallecturerequest [4] https://oiss.yale.edu/immigration/j-1-scholars/applying-for-a-visa/getting-started-with-oiss-connect [5] https://www.wired.com/story/how-to-turn-document-into-pdf/ [6] https://oiss.yale.edu/employment-taxes/social-security-number-itin/how-to-apply-for-an-ssn [7] https://oiss.yale.edu/about/connect-with-oiss [8] https://oiss.yale.edu/employment-taxes/employment-for-international-scholars/employment-for-i-1-scholars