WVHEPC J-1 Exchange Visitor Program

Permission to Engage in Outside Lectures/Consultations

Professors and research scholars may participate in occasional lectures and short-term consultations only if authorized by their HEPC host institution. Such lectures and consultations must be incidental to the exchange visitor's primary program activities. If wages or other remuneration is received by the exchange visitor for such activities, the exchange visitor must receive written authorization to engage in the activities by the appropriate HEPC Responsible/Alternate Responsible Officer. . In order to satisfy the regulators, the lecture or consultation must:

(1) Be directly related to the objectives of the exchange visitor's program;
(2) Be incidental to the exchange visitor's primary program activities;
(3) Not delay the completion date of the exchange visitor's program; and
(4) Be documented in SEVIS.

To obtain authorization to engage in occasional lectures or short-term consultations involving wages or other remuneration, the exchange visitor must present to the appropriate HEPC Responsible/Alternate Responsible Officer the following:

(A) A letter from the institution at which the lecture or consultation will occur setting forth the terms and conditions of the offer to lecture or consult, including the duration, number of hours, field or subject, amount of compensation, a description of the activities; the address for the activities; and

(B) Approval from your current supervisor at the HEPC host institution recommending such activity and explaining how the activity would enhance your exchange visitor's program.

This form should be used to request authorization to engage in lectures and consultations. Approval of this request will include a letter from the appropriate HEPC Responsible/Alternate Responsible Officer authorizing the lecture or consultation.
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Name of institution you will consult/lecture for: _____

Start date of consultation/lecture: _____/_____/_____   End date of consultation/lecture: _____/_____/____

Address for the activities: _____
_____
_____

Describe how this activity will enhance your exchange visitor program:

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