

Carnegie Mellon University

Office of International Education

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J-1 Scholar Incidental Employment

J-1 scholars may participate in “occasional lectures and short-term consultations” if authorized in advance by the program sponsor. The Office of International Education (OIE) is the program sponsor who authorizes incidental employment for J-1 scholars with visa documents issued by Carnegie Mellon.

Incidental employment must be approved by OIE and documented on the scholar’s DS-2019 and in the SEVIS database. In order for OIE to approve this employment, the employment needs to meet certain criteria.

NOTE: Incidental Employment Authorization may be required **even** for reimbursement of expenses only. The scholar **must** check with OIE before of accepting/engaging in **ANY** off campus activity that involves work, reimbursement and/or payment.

To qualify for incidental employment authorization, the employment/activity must meet four (4) criteria as stipulated in federal regulations.

➤ **The employment/activity must:**

1. Be short-term or occasional (a lecture, for example),
2. Be directly related to the objectives of the exchange program,
3. Be incidental to the primary program activities, and
4. Not delay the completion date of the scholar’s program.

The following information must be provided to OIE:

1. A letter from the scholar’s **CMU departmental sponsor (department head or supervisor):**
 - Recommending the activity and explaining how it would enhance the exchange visitor’s program
 - Confirming the four criteria, listed above, for the proposed activity
2. A letter from the **employer/host institution** setting forth the terms and conditions of the offer to lecture or consult including:
 - The duration (start and end date),
 - The address of the activity (street address, city, state, zip code),
 - Number of hours,
 - Field or subject,
 - Amount of compensation,
 - Description of activity.

Upon receipt of the above information, an OIE advisor will update the scholar’s SEVIS record and provide a letter to the scholar authorizing the off-campus activity.

This authorization must be obtained before the activity will begin.

If you have any questions or concerns, please contact an OIE advisor at 412-268-5231 or oiie@andrew.cmu.edu.