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) can authorize 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.

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

2. A letter from the **employer/offer or setting forth the terms and conditions of the offer to lecture or consult** including:
   - The duration (start and end date),
   - The address of the lecture/consultation (street address, city, state, zip code),
   - Number of hours,
   - Field or subject,
   - Amount of compensation,
   - Description of such activity

The employment must meet four (4) criteria as stipulated in federal regulations. The employment 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 CMU departmental sponsor must confirm that these four criteria are met for the above-mentioned employment opportunity.

**NOTE:** If the employment will be long-term or on-going, please consult with us to determine what, if any, options the scholar may have.

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 employment. This authorization must be obtained before the employment will begin.

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

Updated 7/2018