

RECEIVING PAYMENTS FROM OTHER U.S. INSTITUTIONS FOR SHORT-TERM ACTIVITIES

Regulations and Procedures for J-1 Scholars at The University of Tennessee, Knoxville

Normally, a visiting professor, researcher, or short-term scholar with J-1 status may be paid only by the sponsoring institution. Thus, in most cases, J-1 scholars sponsored by The University of Tennessee, Knoxville may not receive payments from other U.S. institutions, unless arrangements have been made for this before the scholar arrives. However, J-1 scholars may apply to their sponsor for permission to receive some payment from other institutions for short-term activities classified as “occasional lectures or consultations”. [For scholars on the J-1 Program of The University of Tennessee, Knoxville, this authorization would be given by the Center for International Education (CIE).] This information explains what types of payments can be authorized and how to apply for the authorization.

What type of activities are permitted?

U.S. Government regulations [22 CFR 62.20(g)] permit an exchange visitor to apply for permission to participate in occasional lectures or consultations with other institutions during his/her J-1 program, and to receive some payment for this participation, if the following requirements are satisfied:

- a. The activities must be directly related to the objectives of the original program
- b. The activities must be incidental to the primary program activity (That is, they must not interfere in the original program activity, and may not become the main activity)
- c. The activities may not delay the completion date of the program.
- d. The scholar may not be treated as an employee of the other institution; if any payment will be given, the scholar must act as an independent contractor. In other words, the payment would normally be either an *honorarium* or a *reimbursement* of expenses.

Examples of such activities would be presenting a lecture at a university or professional conference, attending a professional seminar, or conducting a short workshop. Activities which are not directly related to the area of research or teaching stated on the DS-2019 can not be authorized. Normally, such activities must take place at another academic institution or professional conference. Activities with a private (non-academic) business or industry would normally not be authorized.

What if I will receive no payment at all?

If you will not receive any payment for the activity, no permission from the sponsor is required. It is, however, still important that the activity not interfere with the original research or teaching program at UTK.

What if I will do many lectures or consultations? Is there a limit to the number of times I may do this?

There is no law limiting the number of times you may do lectures or consultations. However, if the activities appear to be interfering with your program at The University of Tennessee, they may no longer be “occasional” and will not be permitted. Each paid lecture/.consultation must have separate authorization from CIE.

What if this activity is a long-term one?

Normally, any activity lasting longer than two weeks would not be considered to be “occasional”. In some cases, if a scholar has been invited to do research or teach at another institution for a longer period, it may be appropriate to transfer program sponsorship to the other institution, ending employment at The University of Tennessee, Knoxville.

In some cases, if an activity at another institution has been arranged before the scholar’s arrival in the U.S., this activity will be included in the original program description when the sponsor makes the original SEVIS entry, and no further authorization is needed from the sponsor.

What if my plans do not fit the above description of “occasional lecture and consultations”?

There may be some professional opportunities which do not seem to fit the above description of permitted activities. We encourage scholars to contact a scholar advisor in the UT Center for International Education to see if they will be possible.

How should I apply for permission to accept payment for occasional lectures/consultations?

You should obtain written permission from your sponsor **before** you participate in the activity. If you are sponsored by The University of Tennessee, Knoxville, this authorization must come from the Center for International Education, and not from your host professor or host department. In some cases, if you forgot to get the permission ahead of time, it may be possible to give the permission at a later date. Please contact an advisor at The Center for International Education to discuss this possibility if you find yourself in this situation. But we strongly urge you to apply for the permission several weeks before the activity.

Steps Required (as mandated by U.S. law):

1. Obtain the Form from the Center for International Education called “Short Term Activities”. Complete and sign **Section I** of the form.
2. Send the form to the institution which will be paying you, and ask them to complete and sign **Section II**. If you already have a letter from them giving the same information, you may attach this letter instead of having them complete the form.
3. Take the form to your host professor, supervisor or department head, and ask him/her to complete and sign **Section III**.
4. Send or fax the form to the Center for International Education.
5. If the activity meets the requirements for “occasional lecture/consultation”, an advisor in the Center for International Education will write a letter authorizing the activity. This letter will normally be mailed to you in your department.
6. You should give the authorization letter to the institution which wants to pay you.

Again: Please allow at least two weeks to complete this process before you begin the proposed activity!

Questions?

If you have questions about the types of activities permitted, or about the application procedure, please contact a scholar advisor in the Center for International Education (Phone 865-974-3177).

SHORT-TERM ACTIVITIES
(REQUEST FOR PERMISSION TO RECEIVE PAYMENT)
for J-1 Scholars sponsored by The University of Tennessee, Knoxville

(See separate page outlining regulations and procedures related to short-term activities.)
*Form should be mailed or faxed to Wendy Syer, Center for International Education, 1620 Melrose Avenue,
Knoxville, TN 37996-3531 [Fax 865-974-2985.1*

PART ONE (To be completed by Scholar)

Name _____

Phone Number _____ E-Mail _____

Mailing Address: _____
(Authorization letter will be sent to this address.)

I request authorization to receive payment from _____ for a short-term
Name of institution

activity during the following dates: From _____ To _____

Signature Date

PART TWO (To be completed by institution which wishes to Pay scholar)

Check here if invitation letter from host institution is attached. If invitation letter includes all information below, this section does not need to be completed.

Name of Institution: _____

Address: _____

Description of Short-term activity, including the subject/field of lecture/project:

Location of Activity: _____ Dates: _____

Amount and description of funding to be given to scholar: _____

Signature of Institutional Representative Name Date

Title E-Mail Telephone

PART THREE (To be completed by Scholars' Supervisor, Department Head or Host Professor at UTK)

I have reviewed this application and description of the proposed activity, and I recommend that this activity be authorized. I certify that this activity is directly related to the objectives of the scholar's program at UTK; that it is incidental to his/her primary activities; and that it will not delay the completion date of the program.

Explain how the proposed activity will enhance this scholar's program: (This must be answered!!!)

Signature of Supervisor/ Department Head Name Date