**OCCASIONAL LECTURES AND SHORT-TERM CONSULTATION INFORMATION SHEET**

This information handout is designed for J-1 professors, research scholars and short-term scholars (henceforth, “scholars”). It explains the regulations which permit J-1 scholars to participate in occasional lectures and short-term consultations.

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**Your UMASS Boston Immigration Advisor**

To work for any other organization other than the University of Massachusetts Boston in the position described on your DS-2019 form, you must first [obtain approval in writing](#) from our J-1 immigration advisor, who represents your J-1 sponsor and issued your Form DS-2019. The immigration advisor must evaluate the proposed occasional lectures or consultations in terms of your program objectives, and then decide whether or not it would be appropriate. For most J-1 scholars at UMASS Boston, the University is your sponsor and your J-1 immigration advisor is one of the advisors at the International Student & Scholars office (ISSS). If your J-1 sponsor is an agency (e.g. IIE), and if you are uncertain how to reach your J-1 immigration advisor, and ISSS advisor will help you find out, but UMASS Boston has no authority to grant permission for you to accept an occasional lecture or consultation.

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**Conditions**

The term occasional embodies the concept of a single event rather than an ongoing activity. To ensure the “occasional lectures or short-term consultations” do not interfere with, and are in keeping with, the activities of your J-1 program, they:

- must be directly related to the objectives or your Exchange Visitor program;
- must be incidental to your primary program activities; and
- must not delay the completion of your Exchange Visitor program.

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**Procedures**

To obtain authorization for occasional lectures or consultations, you should present the following:

1. A copy of the offer letter from the prospective employer describing the terms and conditions of the proposed lecture or consultation, including the duration, the number of hours, the field or subject, the amount of compensation, a description of the activity, and the site of activity.

2. A completed J-1 Occasional Lecture of Short-Term Consultation Recommendation Request signed by your faculty/department host.

3. A copy of your immigration documents: passport, front and back of I-94 card, and Ds2019(s).

If the ISSS immigration advisor approves your proposed occasional lecture or consultation, s/he will authorize it in writing (on ISSS letterhead). Again, the written authorization must be secured prior to starting the lecture of consultation. Working without written permission constitutes illegal employment and it ground for program termination.

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**Authorization to Work**

If your ISSS immigration advisor approves you to participate in an occasional lecture or consultation, you will be working not as an employee but as an independent contractor, meaning that you will not have a sustained employer-employee relationship with the person or institution paying you, and will not complete Form I-9, “Employment Eligibility Verification,” in order to start work. In that situation your authorization will take the form of a letter to you from your ISSS immigration advisor, which you should keep permanently for your record.

**A Note of Caution:** As a J-1 scholar, your options for occasional lectures or consultations are limited. Please remember that employment without proper authorization is a serious violation of your status. Before you begin any kind of employment, you must first consult with the ISSS office at UMASS Boston, whose written approval is necessary in advance.