OFF-CAMPUS PAYMENT AUTHORIZATION

In order to participate in off-site activities such as occasional lectures or consultations which may result in payment or reimbursement, such activities and payment/reimbursement must be pre-approved by an advisor at the UCSF International Office in advance of the activity taking place.

Professors, Research Scholars and Short-Term Scholar participants in the J-1 Exchange Visitor Program are only allowed to receive payment as specifically noted on their Form DS-2019, unless given prior written authorization by an International Scholar Adviser/Alternate Responsible Officer.

Scholars sponsored by Fulbright or other Exchange Programs must contact their program sponsor for specific information and instructions.

Eligibility
U.S. Department of State regulations require that occasional lectures or short-term consultations must:
• be directly related to the objectives of the J-1 Exchange Visitor’s program;
• be occasional, which means that it is a single event rather than an ongoing activity;
• be incidental to the J-1 Exchange Visitor’s primary program activities;
• not delay the completion date of the J-1 Exchange Visitor’s program;
• be paid as an independent contractor; and
• be documented in SEVIS.

Application Instructions
Follow the steps below at least 10 working days prior to the proposed activity.

1. Submit the “Off-Campus Payment/Reimbursement Authorization Request Form” and supporting documents to your designated J-1 advisor in ISSO at UCSF.
2. Please allow 10 business days to receive your letter of authorization. You may pick it up or have it mailed to you.

Please Note
Authorization for payment/reimbursement cannot be granted after the activity has occurred. Receiving unauthorized payment is a violation of your J-1 status. Accepting payment/reimbursement for unauthorized off-campus activities may result in the termination of your J-1 program.

If you have any questions, please contact your designated J-1 advisor directly or email visa@ucsf.edu.
Off-Campus Payment/Reimbursement Authorization Request Form

In order to participate in off-site activities such as occasional lectures or consultations which may result in payment or reimbursement, this form must be completed for authorization. Please attach the following to this application:

1. A copy of the front and back of your current paper I-94 card or a print-out of your electronic I-94 record
2. A copy of your DS-2019
3. A letter from host institution or employer setting forth the terms and conditions of the offer including:
   - Dates for proposed activity
   - Total number of hours for proposed activity
   - Field or Subject (i.e. Chemistry, Biology, etc.)
   - Amount of the salary, honorarium, reimbursement or other compensation
   - Description of the activity
   - A statement that the scholar will be paid as an independent contractor

<table>
<thead>
<tr>
<th>Scholar’s Family Name:</th>
<th>Scholar’s First Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholar’s Phone Number:</td>
<td>Scholar’s Email:</td>
</tr>
<tr>
<td>Name of UCSF Department:</td>
<td></td>
</tr>
<tr>
<td>Name of Off-campus Activity (i.e. conference or seminar name, etc):</td>
<td></td>
</tr>
<tr>
<td>Full Address of Off-campus Activity (if appropriate, include name of institution):</td>
<td></td>
</tr>
<tr>
<td>Name of Contact Person at Off-campus Institution</td>
<td>Email &amp; Phone number of Off-Campus Contact Person</td>
</tr>
<tr>
<td>Proposed Activity Dates</td>
<td>Hour(s)/Week of Proposed Activity</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of Payment</th>
<th>Amount of Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Honorarium</td>
<td>$</td>
</tr>
<tr>
<td>☐ Reimbursement of travel expenses</td>
<td>$</td>
</tr>
<tr>
<td>☐ Other (specify type of payment)</td>
<td>$</td>
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</tbody>
</table>

**UCSF Department Recommendation** *(To be completed by UCSF Host Faculty-P.I.)*

Please describe in the space below (or attach a letter or copy of an email):

- The activity objectives
- How the activity will enhance the scholar’s academic objective
- That the activity will not delay the scholar’s program end date

<table>
<thead>
<tr>
<th>UCSF Faculty Name (P.I.)</th>
<th>Faculty Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

12.19.14