

## **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](mailto: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

Scholar's Family Name:	Scholar's First Name:	
Scholar's Phone Number:	Scholar's Email:	
Name of UCSF Department:		
Name of Off-campus Activity (i.e. conference or seminar name, etc):		
Full Address of Off-campus Activity (if appropriate, include name of institution):		
Name of Contact Person at Off-campus Institution	Email & Phone number of Off-Campus Contact Person	
Proposed Activity Dates	Hour(s)/Week of Proposed Activity	
<b>Type of Payment</b>	<b>Amount of Payment</b>	
<input type="checkbox"/> Honorarium	\$	
<input type="checkbox"/> Reimbursement of travel expenses	\$	
<input type="checkbox"/> Other (specify type of payment)	\$	
<b>UCSF Department Recommendation (To be completed by UCSF Host Faculty-P.I.)</b>		
<p>Please describe in the space below (or attach a letter or copy of an email):</p> <ul style="list-style-type: none"> <li>➤ The activity objectives</li> <li>➤ How the activity will enhance the scholar's academic objective</li> <li>➤ That the activity will not delay the scholar's program end date</li> </ul>		
_____	_____	_____
<b>UCSF Faculty Name (P.I.)</b>	<b>Faculty Signature</b>	<b>Date</b>