

HARVARD  
INTERNATIONAL OFFICE



**J-1 OCCASIONAL LECTURE / SHORT TERM CONSULTATION  
AUTHORIZATION APPLICATION FORM**

**Step 1:**

J-1 Scholar Name: \_\_\_\_\_ SEVIS # \_\_\_\_\_

Harvard Department: \_\_\_\_\_

**Step 2: (To be completed by the host institution or organization inviting the J-1 scholar)**

Name of Host Organization: \_\_\_\_\_

Description of Event or Activity: \_\_\_\_\_

Event or Activity Date(s): From: \_\_\_\_\_ To: \_\_\_\_\_

Number of Hours: \_\_\_\_\_

The compensation for this activity is as follows (please check all that apply):

Reimbursement for receipted expenses

Payment of an honorarium in the amount of \_\_\_\_\_

Other (please specify) \_\_\_\_\_

**Note: If a scholar will receive wages or other remuneration for lectures or consultations, the J-1 regulations require that the scholar act as an independent contractor.**

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Step 3: (To be certified by the scholar's Harvard faculty sponsor)**

I hereby confirm my permission to allow the above-mentioned scholar to pursue the aforementioned activity at the inviting host organization or institution and that this activity is related to the scholar's work at Harvard, is incidental to the scholar's primary program activity, will enhance the scholar's program at Harvard, and will not delay the completion of the scholar's program at Harvard. If the terms and conditions of this activity change, I will inform the Harvard International Office (HIO) immediately.

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please return this completed form via email to the HIO advisor assigned to the scholar.**

Harvard International Office, Room 864, Richard A. and Susan F. Smith Campus Center

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