



OFFICE OF INTERNATIONAL SERVICES

University Center for International Studies

University of Pittsburgh

Incidental Employment Authorization

J-1 professors, research scholars, and short-term scholars may participate in occasional lectures and short-term consultations as long as such activities are approved in advance and in writing by the Office of International Services at the University of Pittsburgh.

The term **occasional** embodies the concept of single events rather than an ongoing activity. This also includes authorization to be reimbursed for travel expenses or honorarium.

Eligibility Criteria

Such lectures and consultations must meet the following criteria: *Source: 22 CFR § 62.20(g)(1)*

- Be directly related to the objectives of your J-1 program at the University of Pittsburgh
- Be incidental to your primary program activities
- Not delay the completion date of your J-1 program at the University of Pittsburgh

You must request this work permission BEFORE the activity occurs.

Documentation Needed

- A letter from the inviting institution describing the terms and conditions of the offer to lecture or consult, including the duration, number of hours, field or subject, amount of compensation (if any), and description of the activity.

How to Apply for Incidental Employment Authorization

1. Complete the Incidental Employment request via My OIS (my.ois.pitt.edu). OIS will require the following information when completing this e-form:
 1. Date of requested activity
 2. Name of institution or company where activity will occur
 3. Type of activity and Field/Subject of activity
 4. Name and Address of your PI or Supervisor at PITT
2. Your PI/Supervisor at PITT will need to confirm that the incidental employment opportunity does not interfere with your program objectives at PITT and that to their knowledge is related to your J-1 program.
3. The Office of International Services will review the information and documentation and determine if you are eligible for incidental employment. If authorized, OIS will update your SEVIS record and DS-2019 with an additional site of activity and additional source of funds. OIS will also issue a letter authorizing the activity.

Resulting Proof of Incidental Employment Authorization

You will present the update DS-2019 and OIS letter as proof that you are allowed to receive pay for your activity. Keep a copy of the Office of International Services authorization letter for your records. The letter will serve as authorization of this activity.