

### J-1 Off Campus Activity Request Form

The Visa and Licensing Office is required to report all locations inside the U.S. where Exchange Visitors are engaging in program related activity to the U.S. Department of State.

Off-campus employment for scholars is limited to **short-term consultations and occasional lectures** per U.S. government regulations. If the activity involves remuneration or travel reimbursement, 2 letters will be required from your UCLA faculty supervisor and organization where activity is taking place (see below).

The Department must submit a new form for each site of activity. Requests must be submitted at least **15 business days** prior to the start of the activity.

#### Section 1: Exchange Visitor Information

Last Name as it appears on DS-2019 form	
First Name as it appears on DS-2019 form	
SEVIS # as it appears on DS-2019 form	
DS-2019 Start Date	
DS-2019 End Date	
EV Category	
UCLA Department Name	
Field of Research	

#### Section 2: Local U.S. Address and Contact Information

Address	
City	
State	
Zip code	
UCLA Email	
Phone Number	

#### Section 3: Off Campus Activity Conditions

An additional site of activity outside of the EV's UCLA department is only allowed under the following conditions:

- Activity must be directly related to the objectives of the exchange visitor's program;
- Activity must be incidental to the exchange visitor's primary program activities; and
- Activity must not delay the completion date of the exchange visitor's program.
- Activity must be approved by the exchange visitor's faculty supervisor (PI).

#### Section 4: Off Campus Activity Information

Location	
Organization Name	
Address	
City	
State	
Zip code	
Start Date of Activity	
End Date of Activity	

Briefly describe proposed activity and how the activity would enhance your program or project at UCLA	
Does the activity involve remuneration or travel reimbursement?	Yes- you are required to fill out the information in Section 5 No- you can skip to Submission Agreement

### **Section 5: Remuneration**

The following section is required if remuneration or travel reimbursement is involved in your participation at this site of activity. Off-campus employment for scholars is limited to short-term consultations and guest lectures per U.S. government regulations. Off-campus employment can only take place for a maximum of 3 months at one time. Upon approval, DCISS will provide you with an authorization letter.

Type of Activity	
Total Funding Amount- Enter total salary amount you are receiving for the entire employment period. Approximate if needed. Do not enter hourly wage. Amount must be indicated on the employer letter	
Hours per week	

The following 2 letters are required to be uploaded if remuneration or travel reimbursement is involved.

- a.) Letter from the UCLA Faculty Supervisor- Obtain a letter from the Department Chair or Faculty Supervisor explaining how the activity would enhance your program and that it will not interfere with your primary program objectives.
- b.) Obtain a letter from the prospective off-campus organization on official organization letter head. The letter must include a description of the activity, location, duration, number of hours, amount of compensation, and any other terms and conditions of the offer.

### **Section 6: Submission Agreement**

By submitting this request form, I am certifying that the information above is true and correct to the best of my knowledge.

Exchange Visitor Name	
Signature	
Date	

## **J-1 Off Campus Employment Guidelines**

---

Visiting Professors/Researchers/Short-Term Scholars on a J-1 visa status at UCLA are authorized to receive compensation or salaries from UCLA for employment when such activities are part of their program. Any activity that involves remuneration of any kind from an institution outside of UCLA must be authorized by the Visa and Licensing office in writing before the activity takes place.

According to U.S. Department of State regulations, off-campus employment for monetary remuneration of Visiting Scholars/Professors is limited to:

- **Occasional lectures**
- **Short-term Consultations**
- **Short-term activities (e.g., conference participation, meetings) involving travel reimbursement:** Receiving travel reimbursement is also treated as a form of employment.

The employment must meet the following criteria:

- Be directly related to the objectives of the exchange visitor's program.
- Be incidental to the exchange visitor's primary program activities.
- Not delay the completion date of the exchange visitor's program.

Employment can only be authorized up to **3 months** at one time.

Acceptance of employment with an organization or institution other than UCLA without prior written authorization from the Visa and Licensing Office is a violation of the EV's visa status and is grounds for terminating a visitor's participation in the exchange visitor program.

### **Procedures for Authorization**

To apply for permission to engage in off-campus scholar employment, you must fill out and submit the **J-1 Off Campus Activity Request Form** at least **15 business days before the activity takes place**. The form will ask you to attach the following two documents:

1. Letter from the prospective employer setting forth the terms and conditions of the offer including its duration, number of hours, field or subject, amount of compensation, and description of such activity. There is no limitation as to the maximum or minimum amount of compensation the exchange visitor may receive.
2. Letter from the Department Chair or Faculty Supervisor explaining how the activity would enhance your program and that it will not interfere with the activities at UCLA.

If consistent with the purpose and objectives of the exchange visitor's program, the Visa and Licensing Office will prepare the required written authorization and add the employer site to your SEVIS record.