

**OFF-CAMPUS PAYMENT AUTHORIZATION
FOR J-1 SCHOLARS SPONSORED BY FLORIDA TECH**

Professors, research scholars and short-term scholar participants in the J-1 Exchange Visitor Program are allowed to participate in *occasional* off-campus lectures, consultations, and/or seminars. If necessary, a scholar may be compensated, paid, or reimbursed. However, the participant must receive **prior written authorization** from the ISSS “J” advisor before accepting payment. Receiving an unauthorized payment is in violation of J-1 status.

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

To qualify for payment/compensation authorization the off-campus activity must:

1. Be short-term or occasional in nature;
2. Be an exchange of expertise which would further the goals of international educational exchange;
3. Relate to the objectives for which the exchange visitor came to the US; and
4. Benefit the exchange visitor’s professional career development with only incidental benefits to the employer. The primary benefit **must** be professional rather than financial.

To apply for off-campus payment authorization, the J-1 Scholar must submit all of the following documents to the “J” advisor in the ISSS Office at least 10 working days prior to the proposed activity:

1. A completed “Request for Off-Campus Payment Authorization for Florida Tech J-1 Scholars”
2. A brief letter or printed copy of the e-mail from the proposed employer/host institution providing
 - a. The purpose and objectives of the employment or the activity the scholar will be involved in
 - b. The amount of the salary, honorarium, or reimbursement
 - c. The period of time and number of hours for the proposed employment or visit

If approved, the “J” advisor will issue written authorization for the employment within 10 working days of receiving the request.

NOTE: Authorization cannot be given after the off-campus activity has taken place. Receiving unauthorized payment is a violation of J-1 status.

PLEASE COMPLETE THE FORM ON THE OPPOSITE SIDE.

**OFF-CAMPUS PAYMENT AUTHORIZATION REQUEST FORM
FOR FIT J-1 SCHOLARS**

One form must be completed for each requested payment authorization. Exception: you may complete one form for a series of lectures at different academic institutions within a short period of time (30 days or less). Please note that the ISSS Office “J” advisor reserves the right to request additional information.

Scholar’s Name _____
LOCAL Address _____
Scholars Phone Number _____
Scholars E-Mail Address _____

Inviting Institution/Employer Information – Complete this section and attach communication from inviting institution/employer

Must include a brief letter or printed copy of e-mail for each proposed employer/host institution. Each message must provide the purpose and objective of the employment or the activity in which the scholar will be involved, and include:

- a) The amount of the salary, honorarium, or reimbursement
- b) The period of time and number of hours per week for the proposed employment or visit
- c) Name of the contact at institution/employer to whom the permission letter should be addressed (be sure to include address)

Contact information for Inviting Institution(s)/Employer(s): _____

Departmental Recommendation – You may attach a letter or copy of an e-mail from your Florida Tech host faculty or have them complete the recommendation below.

Please describe the objectives of this visit/employment and how it will enhance the visiting scholar’s academic objectives:

Florida Tech faculty Name (printed)

Signature

Date

- Please specify how you would like to receive your authorization letter:
- I will pick it up in the ISSS Office. Please call me to let me know it is ready.
 - I will pick it up in the ISSS Office. Please e-mail me to let me know it is ready.
 - Please send it to my LOCAL address (listed above)