J-1 SCHOLAR OFF-CAMPUS EMPLOYMENT GUIDELINES

Visiting Professor/Researcher/Short-Term Scholar/Specialist on J-1 visa status (EVS) are authorized to receive compensation or salaries from the visa sponsor for employment when such activities are part of his/her program. Acceptance of employment with an organization or institution other than the visa sponsor without written authorization is a violation of the EV's visa status and deems him/her subject to termination from participation in the exchange visitor program.

Off-campus employment for monetary remuneration of Visiting Scholars/Professors is limited to occasional lectures and short-term consultations incidental to the exchange visitor's primary program activity.*

Employment can only be authorized up to 3 months at one time. Before employment can be authorized, following criteria must be met:

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

*Receiving travel reimbursements for short-term activity (e.g. conference attendance) is treated as a form of employment, and may be authorized by DCISS if aforementioned criteria is met.

Procedures

To apply for permission to engage in occasional lectures or short-term consultations involving monetary compensation the EV must:

1. Fill out and complete the [J-1 SCHOLAR OFF-CAMPUS EMPLOYMENT REQUEST FORM](#).

2. Obtain a 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.

3. Obtain a letter from the Department Chair or Faculty Supervisor explaining how the activity would enhance his/her program and that it will not interfere with the activities at UCLA.

4. Drop off the above documents at the DCISS front desk or email documents to [dcissj1unit@saonet.ucla.edu](mailto:dcissj1unit@saonet.ucla.edu). If consistent with the purpose and objectives of the exchange visitor's program, DCISS will prepare the required written authorization and add the employer site to your SEVIS record.

Processing time is 5 business days. You will be emailed once documents are ready for pick up at DCISS.