

## **J-1 EXCHANGE VISITOR INCIDENTAL EMPLOYMENT**

In general, J-1 scholars shall conduct their exchange visitor activity only at their sponsoring department at Wayne State University. An exception exists for occasional lectures and short-term consultations in the field of endeavor, known as "incidental employment". All incidental employment must be approved by an OISS advisor in writing before the employment takes place. Proposed incidental employment (i.e. occasional lectures or short-term consultation) 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 at Wayne State University.

In order to receive written approval for J-1 scholar's incidental employment, the scholar must present the following two documents to OISS:

- A letter from the prospective employer/host setting forth conditions of the offer to lecture or consult, including:
  - the duration
  - the number of hours
  - the field or subject
  - the amount of compensation
  - the detailed description of such activity
- A letter from the WSU host department chair or supervisor recommending the incidental employment (i.e. occasional lectures and short-term consultations) and explaining how it would enhance the scholar's program.

After receiving the above documents, an OISS scholar will note the approval in the SEVIS database and issue an approval letter to the scholar prior to the start of such activity. Please allow 10 working days for processing. Note: If your J-1 visa is sponsored by an organization other than Wayne State University, the WSU OISS cannot approve incidental employment. Please contact the sponsoring organization that issued your DS-2019, with questions concerning incidental employment authorization.