



Incidental Employment for J-1 Scholar Exchange Visitors

What is Incidental Employment?

Incidental Employment is employment that is **secondary** to an Exchange Visitor's primary objective. **Exchange Visitors (EV)**, specifically Research Scholars and Professors, may participate in occasional lectures and short-term consultations, if authorized to do so by **International Student and Scholar Services (ISSS)**. Such lectures and consultations must be incidental (secondary) to an Exchange Visitor's primary program activities.

General Guidelines Regarding Incidental Employment:

As an **Exchange Visitor (EV)**, you are allowed to participate in occasional lectures and short-term consultations. The term occasional illustrates the view of single events rather than an ongoing activity. To ensure that "occasional lectures or short-term consultations" do not interfere with and are in keeping with the activities of the exchange visitor's program, they must:

- Be directly related to the objectives of your Exchange Visitor Program,
- Be incidental to your primary program objective,
- Not delay the completion date your program, and
- Be documented on your DS-2019/SEVIS record.

If you receive **compensation** for such activities, you must act as an **independent contractor** as defined in [8 C.F.R. § 274a.1\(j\)](#), and you must present the following to ISSS:

- A letter from your **prospective employer** providing the terms and conditions of the lecture or consult including the duration, number of hours, field or subject, amount of compensation, location of employment, description of such activity; and
- A letter from your **department chair, PI, or supervisor** at the University of Utah recommending such activity and explaining how it would enhance your EV program.

Incidental employment must be approved in advance of any incidental employment activity. If **approved**, ISSS will provide a written "**determination**" letter authorizing the short-term lecture or consultation and issue a **new DS-2019**. Please note that if the incidental employment interferes or delays your primary objective, your immigration status will be in jeopardy.

How to apply for Incidental Employment?

1. To request permission for **incidental employment**, please submit an **Incidental Employment e-form** by selecting the iStart link  found at www.ic.utah.edu.
2. Please be prepared to provide the following:
 - a. A copy of your current DS2019.
 - b. Signed letter from your department chair, PI, or supervisor.
 - c. Signed letter from your prospective employer with the information requested above.