



## OCCASIONAL LECTURES OR CONSULTATIONS BY J-1 PROFESSORS, RESEARCH SCHOLARS AND SHORT-TERM SCHOLARS

(Updated November 2007)

**Regulations:** The federal regulations governing professors, research scholars and short-term scholars in J-1 status permit these “exchange visitors” to be paid for “occasional lectures and short-term consultations” which are:

1. short-term (ex. one day, or one weekend)
2. directly related to the exchange visitor’s program
3. incidental to the primary program activities, and
4. do not delay the completion of the program or employment objectives.

22 CFR 61.20(g)(1)

**Procedures:** To obtain authorization for occasional lectures or consultations for which you will be paid, you need to provide two letters to OISS:

1. a letter from the person wanting to pay you, giving the terms and conditions of the offer, “including the duration, the number of hours, the field or subject, the amount of compensation, and a description of the proposed activity”, and
2. a letter from your department head or faculty sponsor recommending the proposed activity and briefly explaining how it will enhance your exchange visitor program.

On the basis of these two letters, the OISS will issue a third letter which the individual who is going to pay you for your efforts will need to see to have assurance that you can legally do the work.

Note the authorization from OISS **must** be received **before** you engage in the lecture or consultation. If authorization is not granted in advance, you will not be eligible to be paid.

Unless you are the beneficiary of an income tax treaty, income from an occasional lecture or consultation will be taxable. For further information, contact Patricia Meskimen in the Human Resources office; [patricia-meskimen@uiowa.edu](mailto:patricia-meskimen@uiowa.edu).