

### IMPORTANT INFORMATION

J-1 Research Scholars, Short-term Scholars, and Professors sponsored by NC State University may be permitted to engage in incidental employment if authorized in advance and in writing by OIS. In order to receive authorization for incidental employment from OIS, the J-1 Scholar must submit this form along with an offer/invitation letter from the employer where the services will be performed, clearly describing the terms and conditions of the offer to lecture or consult. This information must include the duration, number of hours, field or subject, amount of compensation, and description of the activity.

OIS will authorize the incidental employment in SEVIS and mail, fax or email the authorization to the employer with copies to the Scholar and NC State department.

### SCHOLAR INFORMATION

Last Name College/Dept  
First Name NC State ID  
What is the type of incidental employment?

### EMPLOYER INFORMATION

Employer/Institution/Payer  
Location (City/State)  
Contact Information  
Email Phone  
Brief description of activity  
Start date of activity End date of activity

### NC STATE HOST DEPARTMENT INFORMATION

NC State Departmental Personal Representative  
Payroll Coordinator Phone/Fax  
Faculty Sponsor at NC State  
Faculty Sponsor's email