

J-1 Scholar Non-USC Employment Authorization Request Form

Instructions:

- Email the request form and invitation letter as a single attachment to j1exchg@usc.edu
- Please submit your employment request a minimum of two weeks prior to your employment start date. Failure to receive work authorization from the OIS in advance is a violation of J-1 status.

Section 1: J-1 Scholar's Information

Today's Date: _____ Campus: UPC HSC CHLA ISI / ICT

Passport _____ Passport _____

Last Name _____ First Name: _____

Date of Birth: _____ US Phone #: _____
(mm/dd/yyyy)

SEVIS ID: **N00** Email: _____

J-1 Category: Short-Term Scholar Research Scholar Professor

Section 2: Employment Type (Advanced Authorization required by OIS)

Non-USC Occasional Lecture or Consultation in the U.S. (Includes Travel Reimbursement)

Non-USC Employment in the U.S. (Second Site of Activity required for USC J-1 Appointment)

Employment Abroad (Out of country research required for USC J-1 Appointment)

Section 3: Program Information (No PO Box)

Start Date: _____ End Date: _____
(mm/dd/yy) (mm/dd/yy)

Employer: _____

Street: _____

Building/ _____ City: _____ State: _____
Province/ _____

Territory: _____ Zip: _____ Country: _____

Research Field (ex: Electrical Engineering, Chemistry, etc.): _____

Brief Description of your non-USC Employment: (Describe how it relates to your USC appointment. Include information about collaborations between institutions.): _____

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Section 4: USC Approval Signature

As the USC sponsoring faculty member, I certify the following:

1. The proposed employment is *authorized in advance* by the Office of International Services (OIS). I understand that OIS will update the SEVIS record, thus providing this information to the Department of State (Employment can be paid or unpaid and includes travel reimbursements) ;
2. The proposed employment is incidental to the EV's primary program activities;
3. The proposed employment will not delay the completion date of the EV's program;
4. I confirm this form will be submitted & approved by OIS at least 10 business days prior to proposed non-USC employment.

Sponsoring Faculty

Member Name: _____

Date: _____

(mm/dd/yy)

Department: _____

Phone: _____

Sponsoring Faculty

Member Signature: _____

Title: _____

Employer: _____

Email: _____

USC

Section 5: Non-USC Approval Signature

Sponsoring Faculty

Member Name: _____

Date: _____

(mm/dd/yy)

Department: _____

Phone: _____

Sponsoring Faculty

Member Signature: _____

Title: _____

Non USC

Employer: _____

Email: _____