

Sample J-1 Off-Campus Invitation Letter

J-1 Scholar Advisor
Office of International Students & Scholars
University of California, Santa Barbara
Santa Barbara, CA 93106-7150
(805) 893-2929
oiiss@sa.ucsb.edu

Date

To Whom It May Concern:

(Name of the off-campus Institute/Organization) would like to invite (Name of the J-1 Exchange Visitor) to participate in (i.e, lecture/conference/short-term research consultation) for the period of (proposed activity dates). The activity will take place at (name and address of the site of activity). The approximate amount of (i.e, payment/reimbursement for travel/incidental expenses, honorarium, or other) will be \$_____ (total figure).

The purpose of the invitation is (description of proposed activity):

This activity will be incidental to (Name of the J-1 Exchange Visitor) and will not delay the completion to his/her J-1 program at UCSB.

The J-1 Regulations does not allow this authorization for the use of employment with a secondary employer. As such, we understand that the J-1 Exchange Visitor cannot be employed on an ongoing basis. Payments for short-term consultation will be made to (Name of the J-1 Exchange Visitor) as an independent contractor. **(Reimbursement for travel/incidental expenses does not require the independent contractor status.)**

Sincerely,

Name of Invitee
Title
Name of Host Institute/Organization
Telephone
Email