International Education Office
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Occasional Lectures and Consultations

Overview

Professors, research scholars, and short-term scholars may participate in occasional lectures and short-term consultations as long as such activities are approved in advance and in writing by Hope College International Education Center.

The term **occasional** embodies the concept of single events rather than an ongoing activity. This also includes authorization to be reimbursed for travel expenses or honorarium.

Eligibility Criteria

Such lectures and consultations must meet the following criteria: *Source: 22 CFR § 62.20(g)(1)*

> Be directly related to the objectives of your J-1 program at Hope College
> Be incidental to your primary program activities
> Not delay the completion date of your J-1 program at Hope College

If you fail to obtain a letter authorizing the activity in advance, Hope College International Education Center may correct SEVIS record for a technical or minor infraction if no more than 120 days have passed since the infraction occurred. *Source: 22 CFR § 62.45(c)*

Documentation Needed

> A letter from the inviting institution describing the terms and conditions of the offer to lecture or consult, including the duration, number of hours, field or subject, amount of compensation (if any), and description of the activity.
> A letter from your department supervisor at Hope College:
> - Confirming that the proposed activity is directly related to your principal activity, is indeed incidental, and will not delay completion of your program at Hope College

- o Recommending approval of the activity

A legible copy of your latest DS-2019. Item #2 on your DS-2019 must list the program sponsor as Hope College and item #4 must list the exchange visitor category as professor, research scholar, or short-term scholar.

A copy of paper or print-out of electronic Form I23080309.98S.6Tm0 aAoval of the act