

**J-1 Scholars – Prior Authorization for
Occasional Lectures and Consultations**

Part 1 - Completed by Scholar

1. Scholar's Name	2. Employee ID#:
3. Have you been authorized for other lectures/consultations before? ____ Yes ____ No	

If yes, please list the dates of the prior authorizations:

From (mm/dd/yy)	To (mm/dd/yy)	Total time (# of days)

4. Where will you perform your lecture/consultation? (Please attach a copy of an offer letter from the organization.)

Organization:	Supervisor:	
Address:		
Dates of appearance:	From	To
Amount of Honorarium, if offered, and reimbursement for travel expenses		

5. Describe the purpose of the lecture/consultation

6. Describe how the experience directly relates to your field of study:

Scholar's signature

Date

Part 2 - Completed by Department Head or Supervisor

Under federal regulations, authorization for occasional lectures/consultations requires your review and recommendation of the proposed activity. You must also indicate how this activity would enhance the scholar's program at UMass Dartmouth, and ascertain that it will not delay completion of the primary work of the scholar.

I have reviewed the information presented in items 3 through 5 of this form. I have determined that the goals and objectives of the lecture/consultation are appropriate and directly related to the scholar's field of study at UMass Dartmouth, and will not delay completion of the primary program.

Describe how the experience will enhance the scholar's program:

Name and Title

Signature

Date

Part 3 - Completed by ISSC - RO or ARO

I have reviewed the information presented by the scholar and the department head or supervisor. Based on that information, I have determined that the lecture/consultation is warranted.

Name and Title

Signature

Date