



Request for Incidental Employment Authorization

International Services Office

This form is used to provide the information necessary to request an incidental employment authorization for work opportunities outside of LSUHSC during a J-1 scholar's program. This form should be completed by the J-1 Scholar approved, signed by the Sponsoring Faculty Member and submitted to the International Office 30 days prior to any anticipated employment opportunity.

If you have any questions about this form please contact Remy Allen at rall11@lsuhsc.edu or (504)-568-4802.

DEPARTMENT INFORMATION

Host Department

Department Host Faculty Member

SCHOLAR AND EMPLOYMENT INFORMATION

Name

Anticipated Dates of Employment

Begin (mm/dd/yyyy)

End (mm/dd/yyyy)

Is the proposed employment in some way related to the J-1 program objectives?

 YES NO

Description of Proposed Employment

Has J-1's Host Department approved of nature and timing of the proposed employment?

 YES NO

Will the proposed employment delay completion of the Scholar's current program?

 YES NO

Is the proposed employment incidental to the Scholar's current program?

 YES NO

PROPOSED EMPLOYER INFORMATION

Name of Proposed Employer (Institution, Company, etc.)

Address of Proposed Employer

Contact Person at Proposed Employer

Address of Location Where Work Will Be Performed

Requesting Scholar's Signature

Date (mm/dd/yyyy)

Department Head's Signature

Date (mm/dd/yyyy)

Scholar should also submit an **offer letter/contract** from the prospective Employer which details the type of activity which will be performed, duration, subject area, and any compensation which will be provided.