J-1 Scholars must use this form to request approval to receive honoraria, compensation, or reimbursement of expenses for occasional lectures, consultation, or other collaborative activity from an entity other than Princeton University. This only applies to activities taking place in the U.S. Please also review Dean of the Faculty policy on Outside Professional Activities and obtain the appropriate approval where applicable.

Complete all fields, include a confirmation or invitation letter from the host institution, and submit to intlscholar@princeton.edu.

1. Scholar’s full name: __________________________________________

2. Name of compensator/host: ____________________________________

3. Date(s) of proposed activity: ________________________________

4. Is this a one-time activity? Yes No If no, explain the time commitment involved:

5. Will you be receiving reimbursement for expenses? Yes No

6. Will you be receiving honorarium? Yes No If yes, provide amount: __________

7. Briefly described the activity in which you will be engaged, including the field or subject in which you will be working: __________________________________________

8. Location of proposed activity:

   Street Address   City       State   Zip Code

This section to be completed by Scholar’s Supervisor or Principal Investigator

I confirm that the above-mentioned activity meets ALL the following criteria:

☐ Is directly related to the objectives of the Exchange Visitor program (a research scholar in chemistry cannot be given permission to teach tennis lessons).

☐ Is incidental to the primary program activities (the activity must be in addition to his/her duties at Princeton and cannot interfere with fulfillment of responsibilities to Princeton).

☐ Does not delay the completion of the Exchange Visitor program.

Name __________________________ Signature __________________________ (mm/dd/yy)