



Xavier University of Louisiana J-1 Exchange Visitor Outside Employment Request Form

Office of International Education

international@xula.edu

504-520-5491

312 St. Joseph Academic/Heath Center

As a J-1 Exchange Visitor (Professor, Research Scholar, or Short-term Scholar) at Xavier University of Louisiana, you are eligible to engage with incidental employment outside Xavier. However, you must seek advance written approval from the Office of International Education (International Office) before you can commence working for an outside organization.

Criteria for approvable outside employment:

1. The work or activity must be incidental, occasional, or secondary to your Exchange Visitor Program activities listed on your DS-2019 issued by the Xavier International Office. Such outside work can be lectures, short-term consultations, services, editorial work, or publications that may generate compensations, honorariums, reimbursements, etc.
2. The proposed outside employment must be directly related to the objectives of your Exchange Visitor Program at Xavier.
3. The work will not delay the completion of your Exchange Visitor Program at Xavier.

Procedure:

1. If the proposed outside employment meets the above three criteria, please complete and submit this Outside Employment Authorization Request Form to international@xula.edu to seek our written approval. A J-1 Exchange Visitor's outside employment request is authorized on a case-by-case basis.
2. If approved, you may present the authorization letter to your outside employer to seek compensation.

Outside Employment Authorization Request Form

I. Exchange-Visitor (EV) Applicant Information

Last Name

Middle Name

First Name

Xavier ID#

Department/Program

Email

Telephone

Signature of Exchange Visitor
(Digital/affixed signature accepted)

Date (MM/DD/YYYY)

II. Outside Organization Information

Name of Organization (Full name)

Terms and conditions of the proposed employment, please list below:

Employment start date
(MM/DD/YYYY)

Employment ending date
(MM/DD/YYYY)

Number of days for employment

Number of hours of work per week, or total if less than a week:

Field or subject for which the Exchange Visitor will be working at

Description of the work or activity in which the Exchange Visitor will engage below:

Physical address where the employment will take place:

Amount of compensation:

Contact or Supervisor at Organization:

Name

Title

Email

Phone

Signature of Contact or Supervisor
(Digital/affixed signature accepted)

Date (MM/DD/YYYY)

III. Sponsoring Supervisor or Department Head at Xavier Verification:

1. Is the proposed work by the Exchange Visitor directly related to the EV's program objectives at your program/department? Yes No.
If you check Yes, please explain briefly below:

2. Will this outside work enhance your program or department? Yes No
If you check Yes, please explain briefly below:

3. Will this outside work delay the completion of the EV's work at your program or department? Yes No

Name of Supervisor or Department Head

Title and Department

Email

Phone

Signature of Supervisor or Department Head
(Digital/affixed signature accepted)

Date (MM/DD/YYYY)