

23. Employment/Honoraria

As a researcher or lecturer holding a J-1 visa, you may engage in paid employment if it is consistent with the Fulbright Program purpose and if it is related to your project. Such employment must be approved in advance by the U.S. Department of State. The Department of State will not approve employment requests that would delay the end date of the grant period. Ongoing lecturing and consulting opportunities are considered paid employment when you receive funds in excess of your grant. You must report any payment received as income on your tax return.

Obtaining Approval to Accept Wages or Income

- Submit requests at least one month before the intended employment activity will begin.
- Submit requests to your CIES contact person.
- Submit the following three letters:
 - A letter of invitation from the institution that invited you to lecture or consult. The letter should state the terms and conditions of the offer, including duration, number of hours, field or subject, amount of compensation and description of the activity.
 - A letter from your faculty associate recommending the activity and explaining how it would enhance your program.
 - A letter from you indicating why you are interested in undertaking the employment activity and how it relates to your grant.
- If your grant is administered by the Fulbright organization in your home country, you may also be required to inform them and obtain their approval if specified in the terms and conditions of your grant.
- CIES will forward the request to the U.S. Department of State for approval. You will receive a written response from CIES once a decision has been made.

CIES considers one-time monetary compensation for participation in a single lecture or academic activity, including OLP, an *honorarium*. If you would like to

accept an honorarium, submit a letter to CIES from the person or department offering it and describe the amount of compensation. You will receive a written response from CIES authorizing you to accept this honorarium. If the only funds you will receive are to reimburse you for expenses, you may accept this payment without prior approval from CIES.

24. Traveling Outside the United States During Your Grant Period

If you must travel outside the United States, please note the following:

1. ***You must notify your CIES contact person at least three weeks before any international travel.*** Inform your contact person of your planned travel dates, destinations and information on how to contact you abroad. You may need to mail your original DS-2019 (and any dependents' DS-2019s) to CIES for travel validation, which indicates that you remain in program status, before you depart the United States. Check with your contact person to find out if you need to send your DS-2019 to CIES to have it signed. Only a CIES representative can sign your DS-2019 (not the international office of your host institution).
2. It is your responsibility to find out if the country you intend to visit or travel through requires an entry visa. Contact that country's embassy for further information well ahead of the date of your intended visit. (See <http://www.embassy.org> for information on foreign embassies in the United States.)
3. To re-enter the United States you must have:
 - **A valid passport.** Make sure your passport is valid ***for at least six months beyond the period of your authorized stay in the United States.*** If your passport needs to be renewed, it is your responsibility to contact your country's embassy or consulate in the United States to renew your passport.
 - **A DS-2019 validated for travel.** If dependents are traveling with you, each J-2 dependent must have a separate validated DS-2019 of his/her own.
 - **A multiple-entry J visa.** Make sure that your visa is valid on the date you will reenter the