OFF-SITE ACTIVITY AUTHORIZATION REQUEST

OVERVIEW

J-1 visiting scholars at UConn may need to occasionally engage in scholarly activity related to their program at locations other than the UConn campus. This off-site activity must be approved by ISSS in advance and recorded in SEVIS. Examples of activity include conference attendance, fieldwork or short term research at other labs. All such activity must be integral to the exchange visitor's program at UConn (i.e. not for personal research/travel).

If you are receiving payment for the off-site activity (for example, an honorarium for presenting at a conference) please check with ISSS before completing this form to ensure this is the correct application process.

SECTION I: TO BE COMPLETED BY THE VISITING SCHOLAR

Family Name: _____ First Name: _____ UConn ID: _____
UConn Hosting Department: _____

Nature of Off Site Activity:

□ Research □ Conference Attendance □ Conference Presentation □ Other: _____
Will you receive payment for the activity? □ No □ Yes (If yes, contact ISSS before completing form)
Off Site Location Name: _____
Off Site Location Address*: _____
*If your living address will change during period of off-site activity, remember to update your new address on ISSS website, and update again upon return (for stay longer than 10 days).
Name of Event (if applicable): _____
Website of Event/Location (if applicable): _____
Off-Site Start Date (mm/dd/yy): _____ Off-Site End Date (mm/dd/yy): _____

SECTION II: TO BE COMPLETED BY THE FACULTY SUPERVISOR

I approve of the above off-site activity and agree that it is integral to the visiting scholar's exchange program. The activity is directly related to the objectives of the visiting scholar's program, and will not delay completion of the visitor's program.

_____
Print Name of Faculty Supervisor   Signature of Faculty Supervisor   Date (mm/dd/yy)

ISSS Use Only

□ Off Site Activity is Approved and Updated in SEVIS   □ Off Site Activity is Not Approved: _____
(Reason)