

**[TEMPLATE OCCASIONAL LECTURE OR CONSULTATION LETTER FROM
HOSTING INSTITUTION – to be printed on host/inviting institution letterhead]**

[DATE]

University of Alabama at Birmingham
Office of International Student & Scholar Services
1720 2nd Avenue South, SL 248
Birmingham, AL 35294
isss@uab.edu

Dear J-1 Alternate/Responsible Officer:

Please accept this letter as an invitation to [SCHOLAR'S FIRST AND LAST NAMES] to present a lecture on the topic of _____ at our institution at [TIME] on [DATE]. We will reimburse the above-mentioned scholar in the amount of his travel expenses and/or an honorarium in the amount of \$_____ and will treat the scholar as an independent contractor as required by J-1 regulations.

This opportunity is directly related to the objective of the scholar's program at UAB because _____.

Sincerely,

[FIRST AND LAST NAME]
[TITLE]

**[TEMPLATE OCCASIONAL LECTURE OR CONSULTATION LETTER FROM UAB
DEPARTMENT – to be printed on department letterhead]**

[DATE]

University of Alabama at Birmingham
Office of International Student & Scholar Services
1720 2nd Avenue South, SL 248
Birmingham, AL 35294
isss@uab.edu

Dear J-1 Alternate/Responsible Officer:

[SCHOLAR'S FIRST AND LAST NAMES], a J-1 scholar at UAB, has been invited by [INSTITUTION NAME] to present a lecture on the topic of _____ at [TIME] on [DATE]. I recommend that this scholar be allowed to pursue this opportunity for the following reasons.

[SCHOLAR'S NAME]'s original objective in coming to UAB was to _____. The lecture opportunity is directly related to his/her objective because _____. I believe that this lecture opportunity will enhance the scholar's time at UAB by _____.

Sincerely,

[FIRST AND LAST NAME]
[TITLE]