



J-1 Scholars Offsite Activity Policy

Per federal [regulations](#), J-1 Research Scholars may only engage in research, observing, or consulting in connection with a research project at the site(s) of activity noted on their form DS-2019 and in the Student and Exchange Visitor Information System (SEVIS). Only the primary site of activity, however, is listed on your DS-2019 (section #1). All additional sites are added to your SEVIS record.

If you are a J-1 Research Scholar, and you wish to engage in research, observation, or consultation activities at additional locations, you must first receive a recommendation from your Academic Advisor and written authorization from either the Responsible Officer (RO) or an Alternate Responsible Officer (ARO) at HIU. The approval process may take a few days, so please submit an Add Site of Activity Request E-Form at least one week before the desired start date. To complete the form, you will need to upload the following documents:

- A letter from your Academic Advisor recommending off-site participation.
- A letter from you explaining briefly how this off-site activity relates to your initial research objectives.
- A letter inviting you to engage in research from your selected site of activity.

Please keep in mind that all off-site research, observation, or consultation activities must:

- Be directly related to the objectives of your program.
- Be *incidental* to your primary program activities.
- Not delay the completion date of your program. Your program cannot be extended solely for additional off-site activity.

If you are engaged in *informal* research at a site within the [Greater Hartford area](#), you do not need to request that that site be added to your form DS-2019. If you are in doubt about researching off campus, please do not hesitate to contact the [International Student and Scholar Advisor](#).

If you are a J-1 Research Scholar sponsored by Fulbright or another Exchange Program, please contact your program sponsor RO/ARO for specific information and instruction regarding off-site activity.

Lastly, if you are interested in teaching or lecturing off-campus, see please contact the [International Student and Scholar Advisor](#).