

## **International Postdoc Teaching Policy**

Experience in teaching enables Postdoctoral Fellows to develop educational skills that enhance their interactions with other trainees in the laboratory. It also helps to develop oral presentation skills to enhance the presentation of research findings. For Fellows planning a career path that includes an educational component, such experience can often be a requirement.

In an effort to provide postdoctoral fellows additional teaching opportunities during their training, teaching placements may be sought at neighboring institutions. Given that the majority of postdoctoral fellows at Mount Sinai are offered J-1 Research Scholar visas, this policy is applicable to them. However, postdoctoral fellows who are employment authorization document (EAD) holders as well as other visa category holders, such as E-3, H-1B, or TN, will need to contact International Personnel to discuss any amendments to their petitions which may be necessary **prior to accepting teaching opportunities**.

### **Occasional Lectures & Short Term Consultations for J-1 Scholars**

Icahn School of Medicine at Mount Sinai sponsored J-1 exchange visitors who are in the “research scholar” category may obtain permission to engage in and receive payment for “occasional lectures and short-term consultations” outside of their primary program at Mount Sinai. This activity must be pre-approved by International Personnel and must support (and not interfere with) your original J-1 research program activity.

### **Parameters of the requested activity:**

1. Must be directly related to the objectives of your J-1 program at Icahn School of Medicine at Mount Sinai
2. Must be incidental to, and not interfere with, your primary research program activities at Icahn School of Medicine at Mount Sinai
3. May not be on-going (must have a specific start & end date)
4. Must not delay the completion of your Icahn School of Medicine at Mount Sinai research program
5. You must act as an independent contractor (not an employee) in the activity
6. You must obtain a letter of authorization from International Personnel in order to receive payment

### **Required paperwork to request International Personnel authorization for the activity:**

Please obtain the following documents and submit to your International Personnel Immigration Specialist:

- Letter from the institution or company (on letterhead) stating the terms and conditions of the offer, including:
  - Duration (specific start and end dates) of activity
  - Number of hours expected to complete the activity
  - Field or subject of activity
  - Amount of compensation
  - Description of activity
- Letter from your Icahn School of Medicine at Mount Sinai faculty host or department chair (after consulting with the faculty host) that recommends the activity and explains how it will enhance your J-1 program at the Icahn School of Medicine at Mount Sinai (see draft template on next page). The letter must also state that the activity will not interfere with your Mount Sinai research, teaching, or other program activities.

Upon receipt of the request, your International Personnel Immigration Specialist will review the paperwork to determine if the requested activity is warranted and satisfies the requirements outlined by the Department of State. If the activity is permissible by Department of State standards, International Personnel will issue a letter authorizing the activity and update the DS2019 to reflect an additional site of activity and funding. Please plan accordingly and allow 10 business days for International Personnel processing.



Icahn  
School of  
Medicine at  
Mount  
Sinai

[Date]

RE: [insert name of post doc]

Dear International Personnel:

Dr. [insert name of post doc] has been invited to teach at [insert name of institution] as [insert title] from [insert dates]. The assignment will require [insert number of hours per week/schedule] in addition to his/her Postdoctoral Fellow duties at [insert name of lab/department].

This opportunity will benefit his/her exchange program in the following ways:

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Dr. [insert name] has been making very good progress on his/her research and I am confident that his/her participation in this position will not interfere with his/her Mount Sinai research, teaching, or other program activities.

I will coordinate with department Administrator to alert International Personnel in the event that these dates or program activities change in any way.

Sincerely,

Supervisor's Name, Title, etc.