



Application J-1 Student Intern Program

Student Intern Information

Passport name: Family Name First Name Middle Name

Female Male Date of Birth: City of Birth: Country of Birth: MM/DD/YYYY

Country of Citizenship: Country of Permanent Residence:

Name of Home Institution: Degree in progress:

Graduation Date, Expected/Actual: Field of study:

Internship Start Date: Internship End Date: MM/DD/YYYY MM/DD/YYYY

Has student been on a J-1 visa previously? YES NO If yes, in what sub-category? Please specify dates:

Home Country Address:

Telephone: E-Mail Address:

Contact Information

UO Department/Organization:

Supervisor of Student Intern: Name

E-mail Telephone

Office Manager/Contact: Name

E-mail Telephone

UO Departmental Approval

Approval of Department/Organization Head: Name Signature Date



**Financial Information**

During the intern’s program at UO, the following financial support (\$USD) will be provided by:

UO/Host Organization \$ \_\_\_\_\_

    Stipend/month: \$ \_\_\_\_\_

    Room & Board/month: \$ \_\_\_\_\_

    Transportation/month: \$ \_\_\_\_\_

Student Intern’s Government \$ \_\_\_\_\_

Student Intern’s Home University \$ \_\_\_\_\_

Personal Funds \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

**FINANCES MUST BE VERIFIED.**

*Please include a document that verifies the above financial support (e.g. UO contract, a letter or contract from the intern’s government or home university, or a bank statement showing availability of personal funds equal to total estimated cost of program.)*

**English Language Proficiency Certification**

**-SELECT ONE-**

Interview      Date of Interview: \_\_\_\_\_ Method: \_\_\_\_\_

English Test      Name of Test Taken: \_\_\_\_\_ Test Score: \_\_\_\_\_

I certify that the prospective student intern has verifiable English language skills sufficient to function on a day-to-day basis in the internship environment.

Interview's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## J-1 Student Intern Agreement Terms of Participation

As a prospective student intern applying for the J-1 Student Intern Program at the University of Oregon, I attest to the following:

- I am currently enrolled in and pursuing a degree at an accredited postsecondary academic institution outside the U.S.
- The internship I am accepting will fulfill the educational objectives for my current degree program at my home institution.
- I agree to return to my home institution to fulfill the educational requirements of my academic program after completion of the J-1 Student Intern Program. I have no intention of staying in the U.S. after the completion of my internship.
- I agree to participate in the evaluation process throughout and at the conclusion of the internship.
- I understand that I may not engage in paid or unpaid employment outside of the internship at the University of Oregon in which I've been invited to participate.
- I understand that the purpose and goals of the J-1 Student Intern Program are to expose me to American techniques, methodologies, and expertise; to expand upon my existing knowledge and skills, and to promote international exchange between my home country and the U.S.
- I agree to make progress toward completion of my internship goals.
- I agree to provide proof of health insurance which meets the Dept of State minimum requirements as provided on page 2.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



## Insurance Requirements for J-1 Exchange Visitors

The U.S. Department of State has established minimum insurance requirements for the purpose of protecting the J-1 Student Intern and any accompanying dependents maintaining the J-2 status from financial hardship resulting from expensive health care costs incurred in the U.S.

- The sponsor (UO) shall require each exchange visitor to have insurance in effect that covers the exchange visitor for sickness or accident during the period of time that an exchange visitor participates in the UO's exchange visitor program. Minimum coverage shall provide:
  - Medical benefits of at least \$100,000 per accident or illness;
  - Repatriation of remains in the amount of \$25,000;
  - Coverage for expenses associated with medical evacuation of the exchange visitor to his or her home country in the amount of \$50,000; and
  - Deductible not exceeding \$500 per accident or illness.
- An insurance policy secured to fulfill the requirements of this section:
  - May require a waiting period for pre-existing conditions which is reasonable as determined by current industry standards;
  - May include provision for co-insurance under the terms of which the exchange visitor may be required to pay up to 25 percent of the covered benefits per accident or illness; and
  - Shall not unreasonably exclude coverage for perils inherent to the activities of the exchange program in which the exchange visitor participates.
- Any policy plan or contract secured to fulfill the above requirements must, at minimum, be:
  - Underwritten by an insurance corporation having an A.M. Best rating of "A-" or above, an Insurance Solvency International, Ltd. (ISI) rating of "A-" or above, a Standard and Poor's Claims-paying Ability rating of "A" or above, a Weiss Research, Inc. rating of B+ or above, or such other rating service as the Agency may from time to time specify; or
  - Backed by the full faith and credit of the government of the exchange visitor's home country; or
  - Part of a health benefits program offered on a group basis to employees or enrolled students by a designated sponsor; or
  - Offered through or underwritten by a federally qualified Health Maintenance Organization (HMO) or eligible Competitive Medical Plan (CMP) as determined by the Health Care Financing Administration of the U.S. Department of Health and Human Services.
- An accompanying spouse or dependent of an exchange visitor is required to be covered by insurance in the same amounts [as the principal]. Sponsors shall inform exchange visitors of this requirement, in writing, in advance of the exchange visitor's arrival in the United States.
- An exchange visitor who willfully fails to maintain the insurance coverage set forth above while a participant in an exchange visitor program or who makes a material misrepresentation to the sponsor concerning such coverage shall be deemed to be in violation of these regulations and shall be subject to termination as a participant.
- A sponsor shall terminate an exchange visitor's participation in its program if the sponsor determines that the exchange visitor or any accompanying spouse or dependent willfully fails to remain in compliance with insurance requirements.
- An exchange visitor, and any accompanying spouse or dependent, may be subject to the requirements of the Affordable Care Act.

Please see 22 C.F.R. § 62.14 for full insurance requirement information:

<https://www.federalregister.gov/articles/2014/10/06/2014-23510/exchange-visitor-program-general-provisions>



Placement Site Verification
J-1 Student Intern Program

U.S. Department of State regulations require verification of compliance on specific criteria at each internship placement site. Please complete the information below.

On-Campus Site of Activity

Please fill in the blanks.

Table with 2 columns: Field Name, Value. Fields include Institution Name (University of Oregon), Department Name, Department Address, Faculty/Supervisor Name & Title, Faculty/Supervisor Email, Faculty/Supervisor Phone, Employer Identification No. (EIN) (46-4727800), Number of FT Employees Onsite at Location (3500), Annual revenue (\$25 million+), Website URL (www.uoregon.edu), Worker's Comp Policy (Yes, SAIF), Worker's Comp Policy for Student Intern (No, Exempt), Student Intern Hours per Week, Stipend (checkbox Yes/No, If, yes, how much:), Non-Monetary Compensation Value.

I have read and understand the Placement Site Regulatory Criteria on page 3.

Print Name of UO Faculty Supervisor: \_\_\_\_\_

Signature of UO Faculty Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_



## J-1 Student Intern Stipend Approval

### Dean/Faculty Advisor, Foreign University

"I understand and approve of \_\_\_\_\_ being paid a stipend of \_\_\_\_\_  
for the internship program at the University of Oregon."

Foreign University Name: \_\_\_\_\_

Advisor/Dean's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature of Advisor/Dean: \_\_\_\_\_ Date: \_\_\_\_\_

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### Responsible Officer, University of Oregon

"I understand and approve of \_\_\_\_\_ being paid a stipend of \_\_\_\_\_  
for the internship program at the University of Oregon."

**RO Name: Lindsay Pepper, Director, International Scholar Services**

Signature of RO: \_\_\_\_\_ Date: \_\_\_\_\_



Off-Campus Site of Activity

Host Company/Organization Name	
Site of Activity Address	
Main Supervisor Name /Title	
Main Supervisor Email	
Main Supervisor Phone	
Employer Identification No. (EIN)	
Number of FT Employees Onsite at Location	
Annual revenue	<input type="checkbox"/> \$1-\$3 million <input type="checkbox"/> \$3-\$10 million <input type="checkbox"/> \$10-\$25 million <input type="checkbox"/> \$25 million+ (If over \$3 million, see information on site visit requirement, below)
Website URL	
Worker's Comp Policy	<input type="checkbox"/> Yes <input type="checkbox"/> No            If, yes, name of carrier:
Worker's Comp Policy for Student Intern	<input type="checkbox"/> Yes <input type="checkbox"/> No, exempt <input type="checkbox"/> No, but equivalent coverage
Student Intern Hours per Week	
Stipend	<input type="checkbox"/> Yes <input type="checkbox"/> No            If, yes, how much:
Non-Monetary Compensation Value	
Dun & Bradstreet Number <small>(academic institutions &amp; federal, state and local government entities excluded)</small>	

I hereby state that I have verified the information above regarding the student intern's placement site and that the host organization has read and understands the Placement Site Regulatory Criteria on page 3. I have sufficient evidence that the host organization meets the standards necessary to properly place a student intern with them.

Print Name of UO Faculty Supervisor: \_\_\_\_\_

Signature of UO Faculty Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Site Visit (if required): \_\_\_\_\_  
(placements at academic institutions or at federal, state or local government offices are excluded from site visits)



J-1 Student Intern and Foreign University Attestation

Instructions for J-1 Student Intern: Complete and sign top portion of this form. Submit the form to your academic advisor or the dean at your home university for completion. Email completed form to the contact person at your UO Department.

Form with fields: Name of Student Intern, Have you participated in a J-1 student internship program in the United States in the past?, If you have participated in a J-1 student internship program in the past, on which degree level and field of study/major was it based?, and a signature line.

Foreign University Attestation

This section must be completed by the academic advisor or the dean at the student's home university.

Form with fields: Current Degree Program, Major Field of Study, Academic Standing, Anticipated Degree Completion, Academic Institution: Name, Address, City, Province, Country, and a signature line for the advisor/dean.





## Site Visit Requirement

The UO faculty supervisor must conduct a site visit of any third party internship provider that has not previously participated successfully in a student internship program, has fewer than 25 employees, or has less than three million dollars in annual revenue. Any placement at an academic institution or at a Federal, State, or local government office is specifically excluded from this requirement. The purpose of the site visit is for the sponsor to ensure that each third party internship provider possesses and maintains the ability and resources to provide structured and guided work-based learning experiences according to individualized Training/Internship Placement Plan (Form DS-7002) and to verify that the third party internship provider will maintain compliance with the U.S. Department of State regulatory criteria listed below.

If a site visit is not required, the UO faculty supervisor must still verify that the student internship placement site will maintain compliance with the U.S. Department of State regulatory criteria listed below by signing on page 2.

## Placement Site Regulatory Criteria

- The student internship program is full-time (minimum of 32 hours per week)
- The duties of the student intern will not include more than 20% clerical work, and all tasks assigned to a student intern will be necessary for the completion of the student internship.
- The placement site is a legitimate entity and is appropriately registered or licensed to conduct business.
- The placement site has sufficient resources, plant, equipment, and trained personnel available to provide the student internship program.
- The placement site will abide by all federal, state, and local tax, labor, health, and safety laws.
- The placement site will maintain a Workman's Compensation Insurance Policy.
- The internship will not displace an American employee or fill a labor shortage and that it is not the intent of the internship program to train the student for future employment in the U.S. The position that the student intern fills exists solely to assist the student intern in achieving the objectives of his or her participation in a student internship program.
- The internship will expose the student intern to American techniques, methodologies, and technology and expand upon existing knowledge and skills. The program will not duplicate the student intern's prior experience.
- The student intern will only undertake the internship at the placement site according to the dates on the Form DS-2019. The student intern is expected to leave the U.S. upon completion of the internship; or within 30 days from the end date of Form DS-2019; or immediately upon dismissal from the program and return to his/her home country.
- The student intern will submit his or her U.S. contact information to International Student & Scholar Services within one week of arrival and will notify ISSS of a change of address within ten days.
- ISSS and the UO faculty sponsor will be notified in advance of any changes to the intended internship plan including, but not limited to, the training location, training content, duration of training, and financial support. Furthermore, dismissal or termination of the student intern will be reported to ISSS and the UO faculty sponsor immediately.
- Evaluations will be completed prior to the conclusion of the internship program. Programs of six months or less required concluding evaluations only.



## The Internship/Training Plan

### J-1 Student Intern Program

An internship/training plan is required by the U.S. Department of State and is an essential document when the student is applying for the J-1 visa.

#### Purpose

The primary purpose of the internship/training plan is to demonstrate that the student intern will be under continuous supervision throughout the course of his or her training and will progress through various stages of development that are not duplicative of prior work experience. The internship/training plan also serves as an agreement between the UO department/host organization and the student intern about the kind of tasks and objectives that will be completed during the program. Finally, the document demonstrates the correlation between the training and the participant's background.

As the J-1 sponsor, the UO's International Student & Scholar Services (ISSS) is responsible to ensure that the internship/training meets U.S. Department of State standards. The internship/training plan will be reviewed by ISSS, as well as by a U.S. Consular Officer during the student intern's visa interview. For this reason, ISSS will carefully review your internship/training plan as part of the application process and work with you to understand the training plan requirements.

#### Training Phases

Student interns benefit most when their programs offer a clear progression of skill development. To accommodate this, the internship/training plan lets you define separate training "phases" that connect one skill to the next.

The maximum length of time a student intern can participate on the J-1 program is 12 months. If the internship is less than 3 months, one phase is sufficient. If the internship is more than 3 months, two or three phases are required.

#### *Example of Phases for a 6-month Internship:*

Phase One: 1 month – Orientation and Introductions

Phase Two: 4 months – Primary Training /Research

Phase Three: 1 month – Assessment and Evaluation

#### Guidelines for Developing the Internship/Training Plan

Please draft a training plan which follows the Dept of State guidelines below. The training plan must answer all the questions below for **each phase** in order to show a progression from the previous phase.

Please submit the draft training plan in a Word document for review by ISSS. Edits may be necessary to ensure compliance with Dept of State guidelines. The final draft will be entered into an online system and printed out for final signatures.

**1. Description of intern's role for this phase of the internship.**

Provide a high-level description of the training.

**2. Specify the goals and objectives for this phase.**

This section should answer what the student intern will learn and accomplish, not what the student intern will do for the company. This is a subtle but important difference. These are high-level goals for the internship or phase, not the details of what will be taught.

**3. List the names and titles of those who will provide continuous supervision of the intern, including the primary supervisor. What are these person's qualifications to teach the planned learning?**

**4. What plans are in place for the intern to participate in American cultural activities while in the U.S.?**

Examples include: conferences/lectures, dinner at a colleague's home, concerts, company-sponsored events (bowling, golfing, softball, parties, etc.), sporting events, museum visits, BBQs/picnics, cultural festivals, and participation in company clubs/groups.

**5. What specific knowledge, skills, or techniques will be learned during this phase?**

**6. How specifically will these knowledge, skills, or techniques be taught during this phase? Include specific tasks and activities.**

**7. How will the student intern's acquisition of new skills and competencies be measured during this phase?**

Describe how you will evaluate the student intern's performance against the goals and objectives stated above.