

A GUIDE TO HOSTING A J-1 STUDENT INTERN



UNIVERSITY OF
OREGON

Office of
International Affairs

THE J-1 EXCHANGE VISITOR PROGRAM

The University of Oregon's J-1 Student Intern Program brings international college students to our campus and community to engage in internships related to their field of study. The program, which operates under the auspices of the U.S. Department of State's Exchange Visitor Program, was created by the Mutual Educational and Cultural Exchange Act of 1961. It was created to increase mutual understanding between the people of the United States and the people of other countries through educational and cultural exchanges, and to foster the mutual exchange of knowledge, culture and ideas.

J-1 STUDENT INTERN PROGRAM

The Office of International Affairs works collaboratively with UO departments to sponsor international student interns in structured and guided work-based internships, set forth in an individualized training plan, that:

- Reinforces a student's academic study,
- Recognizes the need for work-based experience,
- Provides on-the-job exposure to American techniques, methodologies, and expertise,
- Enhances the intern's knowledge of American culture and society

Internships can range from a minimum of 3 weeks to a maximum of 12 months. Internships can be paid or unpaid but must engage the student intern at least 32 hours per week.

If the UO department is paying the student intern the department may need to work with Business Affairs to get the student classified as a "non-system" student, depending on the source of funding. Special funding, like grants, would be handled through Accounts Payable.

Off Campus Internships

Off-campus internships require a third party agreement between the University of Oregon and the off-campus employer. UO Purchasing and Contracts has experience with third party agreements for the J-1 Student Intern Program and can work with the UO department to develop a third party agreement with the off-campus employer.

Eligibility

Student interns must be currently enrolled in and pursuing a degree at a degree-or certificate-granting postsecondary academic institution outside the United States.

English Proficiency:

The student intern's English ability must be sufficient to participate in the program, as well as to function on a day-to-day basis outside of the direct activity of the program. Determination regarding English proficiency is assessed by the UO department as part of the application process and can be made by one of the following three methods:

1. A recognized English language test,
2. Signed documentation from an academic institution or English language school, or
3. A documented interview conducted by the UO department either in-person or by videoconferencing, or by telephone if videoconferencing is not a viable option.

Dependents

A student intern may bring a spouse and/or child in J-2 dependent status. Children may attend school and spouses may apply for employment authorization through US Citizenship and Immigration Services.

Evidence of Finances

Student interns must have sufficient financial resources to support themselves for their entire stay in the United States, including housing and living expenses. The Office of International Affairs determines the amount of support required and will provide this amount with the application packet.

UO departmental funding can be one source of support. Other sources of funding can be personal and family resources, governmental support or other non-governmental funding.

Evaluations

Program evaluations, signed by both the student intern and the supervisor, are required and must be submitted to the Office of International Affairs prior to the conclusion of the internship program.

Insurance

Student interns are required to have and maintain health insurance that meets the US Department of State's minimum coverage requirements. Currently, student interns are not eligible for the UO health insurance plan and must provide evidence of being insured by a private carrier upon check-in with the Office of International Affairs. The Office of International Affairs will provide minimum insurance requirements with the application packet.

Orientation

Student interns are required to check-in with the Office of International Affairs by scheduling an orientation meeting with the SEVIS Coordinator within 10 days of arrival.

On-Campus Privileges

Student interns are not admitted students, and therefore, do not receive a UO ID card and are not eligible for on-campus privileges such as free tickets to sporting events, or free access to the Rec Center and Health Center. Student interns may use the Rec Center for a fee and can use other public services on campus normally available to other community members, like the library and the Outdoor program.

APPLICATION PROCESS FOR A J-1 STUDENT INTERN

Step 1: Student intern establishes contact and reaches an agreement with the UO department on an internship offer and UO funding (if applicable.)

Step 2: UO department screens potential student intern for program eligibility and conducts interview with student intern to determine English language proficiency.

Step 3: UO department submits application documents and internship/training plan to the SEVIS Coordinator in the Office of International Affairs. (See Application Checklist.)

Step 4: The SEVIS Coordinator reviews the application documents and internship/training plan, and if approved, issues a DS-2019 Certificate of Eligibility and a DS-7002 Internship/Training Plan in the student intern's name. The SEVIS Coordinator sends a welcome packet and the original DS-2019 and DS-7002 to the department for signature and mailing to the student intern.

Step 5: The student intern signs the DS-2019 and DS-7002 and applies for a J-1 visa at the nearest US embassy or consulate.

Step 6: Upon arrival in Eugene, the student intern checks-in with the department and the SEVIS Coordinator within 10 days of arrival. The student intern communicates directly with the supervisor and SEVIS Coordinator regarding travel plans, changes in internship site of activity or physical work location, financial updates, address updates, addition of dependents, or any matter affecting their visa status.

The Office of International Affairs recommends a 3-month lead time, prior to the start of the internship, to process a new J-1 student intern application, issue DS-2019 and DS-7002 and allow time for the student intern to apply for a J-1 visa.

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