

## J-1 Student Intern Request Form - Administrator

*The U.S. Department of State Exchange Visitor Program is designed to promote international academic, scientific, and cultural exchange in order to develop mutual understanding between the people of the United States and other countries. This program is utilized to bring Exchange Visitors to the U.S. on a temporary basis to engage in exchange activities in various “categories.” Exchange Visitor categories at The Chicago School include Research Scholar, Student Intern, or Professor, among others. The nature and scope of the Exchange Visitor’s visit to the U.S. will guide our office in determining the most suitable category for each visitor. The Exchange Visitor program should not be used as a general means of employment, though the source of funding may be from a U.S. sponsor, including The Chicago School.*

### General Instructions

The **J-1 Student Intern Category** is available for students currently enrolled in an overseas institution (not in the U.S.) to participate in an internship here at The Chicago School. The Chicago School academic departments may host a J-1 Student Intern (“The Intern”) for a maximum period of 12 months. The designated Intern Supervisor within each academic department must read and agree to all certifications listed on page 4 of this form. Please keep a copy of these forms with the Intern’s record within your department.

- Please submit required documents and appropriate fees at least two to three months before the program start date to allow the Intern ample time to request a visa and enter the U.S.
- Once the Office of Global Engagement has complete information, we will produce a form called a DS- 2019, which the school department must send to the Intern. Please allow up to seven business days for GLOBAL ENGAGEMENT to complete processing of the DS-2019.
- The Chicago School assumes responsibility of some magnitude in undertaking visa sponsorship for an Intern in the J visa category. GLOBAL ENGAGEMENT depends on departments to provide complete and accurate information about your Intern and his or her funding. We, in turn, are responsible for guaranteeing this information to the U.S. government. Note that false certification may subject the school to criminal prosecution under 18 U.S.C. 1001. NOTE: THIS REQUEST REQUIRES THE SIGNATURE OF THE CHICAGO SCHOOL INTERN’S SUPERVISOR, AS WELL AS THE SIGNATURE OF THE DEAN/HEAD OF THE DEPARTMENT.

<b>Department Check List</b>
------------------------------

**Departmental Forms:**

- J-1 Student Intern Request Form (Pages 3-6)
- Draft of signed letter of invitation/offer from the sponsoring department with program dates and description of research duties. Include in the letter a sentence that the Intern is coming as a “J-1 Student Intern on the Exchange Visitor program by the U.S. Department of State to The Chicago School in the Department of (department name here).”
- English Proficiency Form (See page 6).
- Evaluation: to be submitted at the midpoint and/or the end of the Intern’s program (See page 7).

**Intern’s Forms:**

- J-1 Student Intern Application Form with supporting documents listed on page 1 of the form.
- Certification of Academic Status (from home institution).
- Form DS-7002
  - Download from <http://www.state.gov/documents/organization/84240.pdf>.
  - Student Intern will complete Section 1: Participant Information and sign and print name in Section 3: Contract Agreement. Original or copy is acceptable from the Student Intern.
  - Department will complete Section 2: Site of Activity Information. (Leave fields for Worker’s Compensation, Number of Employees, and Annual Revenue blank – GLOBAL ENGAGEMENT will complete these fields). Original supervisor signature required.
  - Department will also complete Section 3: Contract Agreement. Signature from Principal Investigator must be original. (Leave fields for Signature/Printed Name of Responsible Officer or Alternate Responsible Officer, Name of Sponsor Organization, and Program Number blank – GLOBAL ENGAGEMENT will complete these fields).
  - Supervisor will complete Section 4: Training/Internship Placement Plan.

**RETURN FORM TO:****Bridget Flaherty**

Director of Global Engagement

The Chicago School

[bflaherty@thechicagoschool.edu](mailto:bflaherty@thechicagoschool.edu)*This session is to be completed by the Sponsoring Department***Intern Name:**  

---

**PURPOSE OF EXCHANGE VISITOR (EV) REQUEST:**

- Beginning a new internship accompanied by (\_\_\_) immediate family members
- Extension of current internship program – 12 months maximum duration

**Department Authorization**

**\* I certify that the information provided in this DS-2019 Request Form is correct. By signing this form, I attest that the department has read and agrees to uphold the points mentioned in the certification on Page 4.**

**Signature of Dean or Department Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Print Name of Dean or Department Head: \_\_\_\_\_

**Signature of Intern Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Print Name of Intern Supervisor: \_\_\_\_\_

Print Name of Department contact person: \_\_\_\_\_ M/C: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Department: \_\_\_\_\_ Campus Address: \_\_\_\_\_

**Department Certifications**

**“I, as the Intern Supervisor, understand that...”**

- The J-1 Student Intern program is available for students currently enrolled in an overseas institution (not in the U.S.).
- The Chicago School departments can host an Intern for a maximum period of 12 months.
- I authorize sponsorship of this Intern and certify that school funds are available to this individual, if indicated as such.
- The Intern will be terminated if he or she fails to participate in the proposed activities or engages in unauthorized employment.
- The Intern will not displace full-time or part-time U.S. employees.
- The internship program is not designed to recruit and train aliens for employment in the U.S.
- Sufficient planning, equipment, and trained personnel will be dedicated to provide the internship opportunity specified in the Training/Internship Placement Plan (Page 3 of the DS-7002).
- The Intern has verifiable English language skills sufficient to function on a day-to-day basis in the Intern’s environment.
- The Intern is primarily in the U.S. to engage in a student internship program rather than to engage in employment or provide services to the department.
- The student internship is full-time (at least 32 hours per week).
- The student internship program exposes the Intern to American techniques, methodologies, and technology and does not duplicate any of the Intern’s prior experiences.
- The department will not place an Intern in an unskilled or casual labor position, in a position that requires or involves child care or elder care, a position in the field of aviation, or in clinical positions, or engages in any other kinds of work that involves patient care or contact, including any work that would require student interns to provide therapy, medication, or other clinical care.
- The department will not place an Intern in a position that could bring the Exchange Visitor Program or the Department of State into notoriety or disrepute.
- The department will not engage or otherwise cooperate or contract with a staffing/employment agency to recruit, screen, orient, place, evaluate, or train Interns, or in any other way involve agencies in the student internship program.
- The department will ensure the duties of the Intern will not involve more than 20% clerical work, and that all tasks assigned to an Intern are necessary for the completion of the student internship program.

- The department will complete and file with Global Engagement the required evaluations in a timely manner and understands that failure to submit these evaluations will result in the termination of the Intern’s immigration status. Such evaluations including a concluding evaluation, and programs lasting more than six months must do a midpoint, as well as a concluding evaluation. Evaluations are due two weeks prior to the Intern’s departure from the U.S. (See page 7).
- All interns and their dependents are required, under federal immigration law, to carry health insurance in specific coverage amounts. Failure by the Intern to purchase health insurance for the entire program period will result in immediate program termination and loss of legal status to the Intern. (
- Our department has informed/will inform the Intern of the insurance requirements.
- The Intern must check-in with a GLOBAL ENGAGEMENT advisor upon arrival with all immigration documents and health insurance proof and subsequently attend the mandatory GLOBAL ENGAGEMENT New International Scholar Orientation.
- The Intern is only allowed to enter the U.S. up to 30 days prior to the start date listed on the DS-2019.
- It is the responsibility of the department to monitor compliance of the Intern will all immigration laws, and that it is the responsibility of the department to offer reasonable support to the Intern in his or her efforts to comply with immigration law.
- It is the responsibility of the department to immediately notify GLOBAL ENGAGEMENT of any change to the program, including funding and length of stay.
- It is the responsibility of the department to provide GLOBAL ENGAGEMENT with a Departure Verification Form (DVF) upon program completion, and that failure to do so could result in future immigration complications for the Intern.

**Internship Information:**

1. **Proposed Dates of Internship:** From: \_\_\_\_\_ To: \_\_\_\_\_ \*  
 \*Maximum duration is 12 months. MM/DD/YYYY MM/DD/YYYY
2. The Chicago School Appointment Title: \_\_\_\_\_ Percent Appointment (if any): \_\_\_\_\_
3. Total hours per week Intern will be involved in the proposed internship activity: \_\_\_\_\_  
 (The program requires a minimum of 32 hours per week of internship activities)
4. Will this internship include any clerical activities? No Yes If yes, how many hours per week? \_\_\_\_\_  
 (The program does not allow for more than 20% clerical work)
5. Short statement of the internship program objectives (example: “learn research techniques in chemical engineering by...” You will provide more details on the Training/Internship Placement Plan):  
 \_\_\_\_\_  
 \_\_\_\_\_
6. Will Exchange Visitor perform research/projects at places/sites other than The Chicago School? No Yes  
 If yes, please specify name and complete U.S. postal address, including zip code:  
 \_\_\_\_\_  
 \_\_\_\_\_

**Funding:**

- If The Chicago school-funded: the department acceptance/invitation letter should state the funding amount. A copy of the letter is sufficient.

**Global Engagement**

- Non-Chicago School financial documents must on institutional letterhead, NOT older than six months, and should state specific amount and date of support. Include translations when necessary. Must be for the period of the proposed visit.
- **Current minimum funding requirements per month: \$1,800 for Exchange Visitor, \$700 for first dependent, \$500 for each additional dependent.**
- Do not include stipends for insurance in the total funding amount.

Amount from The Chicago School	\$	
Other Source	\$	Source Name:
Other Source	\$	Source Name:

*This page is to be completed by the Intern Supervisor or English Instructor*

<b>English Proficiency Certification Form</b>
---

**Name of Intern:** \_\_\_\_\_ **Country of Citizenship:** \_\_\_\_\_

All Interns must establish that they have sufficient English language proficiency to function in an internship environment at The Chicago School. English proficiency can be established in one of three ways:

1. Certification by the sponsoring The Chicago School Intern Supervisor that an interview was conducted with the prospective Intern and the Intern's English proficiency was found to be satisfactory (Section 1); **OR**
2. Certification by an academic institution or English language school of the Intern's English ability (Section 2); **OR**
3. Certification by a recognized English language test (e.g. TOEFL). Please include a copy of the test score with this form. TOEFL test score must be 173 (computer based) or 61 (internet based).

**SECTION 1: CERTIFICATION BY THE CHICAGO SCHOOL INTERN SUPERVISOR**

I certify that I conducted a spoken interview in English with this prospective Intern on \_\_\_\_\_ (date) and I believe that his or her English is adequate for the proposed internship.

\_\_\_\_\_  
Signature of Intern Supervisor

\_\_\_\_\_  
Intern Supervisor Name (print)

\_\_\_\_\_  
Date

**OR**

**SECTION 2: CERTIFICATION BY AN ENGLISH INSTRUCTOR**

I am/was the English instructor of the Student Intern from \_\_\_\_\_ (date) to \_\_\_\_\_ (date). I believe that he or she can speak and understand spoken English sufficiently to function in an English-speaking work environment.

\_\_\_\_\_  
Signature of Instructor

\_\_\_\_\_  
Instructor Name (print)

\_\_\_\_\_  
Date

---

Name of Academic Institution

---

Instructor Email Address

---

Signature of Supervisor

---

Signature of Student Intern

---

Date

**-OR- SECTION 3: CERTIFICATION BY A RECOGNIZED ENGLISH LANGUAGE TEST**

---

Test Name

---

Date Test Was Taken

---

Test Score

*Attach a copy of the test score.*