

# J-1 Student Intern Instructions

**Before proceeding with a request to invite a J-1 Exchange Visitor in the Student Intern subcategory, departments must consult with an International Student and Scholar Advisor in the Berkeley International Office to determine eligibility for this program.**

## J-1 Exchange Visitor Program

The purpose of the U.S. Department of State (DOS) program is to increase mutual understanding between the people of the United States and the people of other countries through educational and cultural exchanges. For additional information, visit the DOS website: <http://exchanges.state.gov/education/jexchanges/>

## The J-1 Student Intern

The Student Intern program is a structured work-based learning program defined by an individualized Training/Internship Placement Plan – TIPP (Form DS-7002) which:

- 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 student's knowledge of American culture and society; and
- Permits an internship program between 3 weeks to 12 months. No extensions beyond 12 months are permitted.

## Eligibility Criteria

### The Student Intern Must:

- Be currently enrolled in and pursuing a degree at an accredited postsecondary academic institution outside the United States.
- Be in good academic standing at his or her home institution outside the United States.
- The U.S. internship must "fulfill the educational objectives for his or her current degree program at his or her home institution."
- Return to his or her academic program outside the U.S. to fulfill and obtain a degree from such academic institution after completion of the student internship program.
- Have sufficient finances to support himself or herself, and any dependents for their entire stay in the United States, including housing and living expenses.
- Have sufficient English language skills to function on a day-to-day basis in the internships environment.
- Be primarily in the United States for the student internship program rather than to engage in employment or provide services to an employer.
- Not have participated in a student internship program for more than 12 months for each degree/major.

### **The UC Berkeley Host Department Must:**

- Submit a DS-2019 Request Form for J-1 Exchange Visitor to the Berkeley International Office.
- Submit Form DS-7002 Training /Internship Placement Plan to the Berkeley International Office.
- Provide verification of Student Intern's English language skills by means of one of the following: 1) personal interview by sponsoring department, 2) a recognized English language test, or 3) signed documentation from an academic institution or English language school.
- Conduct a site visit of the internship placement site if the organization has not previously participated successfully in the student internship program, has fewer than 25 employees, or has less than three million dollars in annual revenue (unless the organization is an academic institution or a Federal, State, or local government office).
- Provide a concluding evaluation of all student interns prior to the end of the program. Internships lasting more than six months must also provide a midpoint evaluation.

### **The Internship Must:**

- Be full-time; i.e., consist of a minimum of 32 hours per week. Wages or other compensation is optional.
- Consist of no more than 20 percent clerical work.
- Be with an organization that provides worker's compensation insurance coverage.
- Exist solely to assist the student intern in achieving the objectives of his or her participation in a student internship program.
- Consist of work-based learning, rather than ordinary employment or unskilled labor.
- Expose the participant to American techniques, methodologies, and technology, expand upon the participant's existing knowledge and skills, and not duplicate the student intern's prior experience.
- Not involve in any way a staffing/employment agency.
- Not be a position that involves unskilled or casual labor, child care or elder care, aviation, clinical work or work that provides patient care such as therapy, medicine, psychological counseling, nursing, dentistry, or social work. The internship must also not be in any position that could bring notoriety or disrepute to the program.
- Not displace American workers (including full or part-time, temporary or permanent).
- Meet all requirements of the Fair Labor Standards Act and the Migrant and Seasonal Agricultural Worker Protection Act, if in the field of agriculture.

### **Instructions for UC Berkeley Departments**

Departments should contact the Berkeley International Office nine to twelve months prior to the start date of the internship program. After consulting with the Berkeley International Office that your prospective Student Intern meets the eligibility criteria for the J-1 Student Intern program, follow the guidelines below. Once complete, submit the application packet to the Berkeley International Office.

1. Request campus appointment approval for the Student Intern.
2. Request the instructions and forms for the J-1 Student Intern program from the Berkeley International Office.
3. Complete the "DS-2019 Request Form for J-1 Exchange Visitor".
4. Complete the Training/Internship Placement Plan - TIPP (a.k.a. Form DS-7002).
5. Email the Student Intern the "Student/Home University Attestation" form to sign and return to the UC Berkeley host department.
6. Host professor and off-campus placement site supervisor (if any) must complete and sign the "Faculty/Placement Site Attestation".
7. After receiving completed and signed request forms and attestations, the UC Berkeley host department submits completed J-1 Student Intern application packet to the Berkeley International Office.
8. Berkeley International Office will analyze and review the completed J-1 Student Intern application packet.

9. The department will receive the completed J-1 Student Intern's Form DS-2019 and Training/Internship Placement Plan - TIPP (a.k.a. Form DS-7002) and send the documents via Federal Express to the Student Intern.
10. Student Intern schedules J-1 visa appointment at the US Embassy/Consulate.
11. US Embassy/Consulate processes J-1 visa stamp in passport.
12. Student Intern arrives in the U.S. and checks-in with the UC Berkeley host department.
13. UC Berkeley host department must notify the Berkeley International Office of the scholar's U.S. address and arrival information by completing the "Departmental Scholar Status Report Form" and submitting a copy of the Form I-94 (front and back).
14. The Student Intern must attend an orientation presented by the Berkeley International Office within 2 weeks of arrival to the US.
15. The Berkeley International Office is required by US Department of Homeland Security to validate and notify the Student Intern's arrival information through SEVIS.
16. The UC Berkeley host department must inform the Berkeley International Office of any changes throughout the duration of the J-1 Student Intern's internship program.
17. UC Berkeley host department must submit all completed Student Intern evaluations to the Berkeley International Office upon completion of the internship.