



J-1 Intern Sponsorship

The U.S. Department of State allows students who are enrolled in degree programs at home universities (in other countries) to be sponsored for an intern position, for up to 12 months' duration, in the U.S. The internship may be with or without wages, however the student must provide evidence of personal or outside funding sufficient to cover all travel, health insurance, and living expenses, for the duration of the internship. The U.S. sponsor must ensure the following points, with regard to the internship:

The student must:

- Be currently enrolled, in good academic standing, in an accredited postsecondary academic institution outside the United States.
- Confirm that the internship will "fulfill the educational objectives for his or her current degree program at his or her home institution." [22 C.F.R. § 62.23(i)]
- Be invited by The University of Georgia and have UGA listed as the sponsor on the Form DS-2019.
- Seek to enter the United States to engage primarily in a student internship program, rather than to engage in employment or provide services to an employer.
- Return to his or her prior academic studies following completion of the student internship program in the U.S., and fulfill his or her degree requirements.

The sponsoring department must:

- Verify the intern's English language ability through one of the following:
 - sponsor-conducted interview
 - recognized English language test
 - signed documentation from an academic institution or English language school
- Ensure that the required health insurance is in place, and that it meets 22 CFR 62.14
- Provide an outline of the training plan for the intern to our office. This training plan should include at a minimum:
 - the goals and objectives of the internship
 - the student internship program details, including location, contact information, number of hours per week of work and compensation therefore (if any)
 - a description of the supervision the intern will receive, and the dates of the student internship program
 - a description of how the student internship program will enhance the student intern's educational program at his or her home institution
- Provide our office with the answers to the following questions (included on the Department request form):
 - What skills will be imparted to the student?



- Why must the student receive "on-the-job-training"?
- Chronology or syllabus of training and tasks performed during this internship?
- Method of evaluation and frequency of supervision during the internship?
- Verification of the student's English language ability, and the method used to evaluate the English ability?
- Provide the intern and our office with written evaluations of the intern's performance, including the number of hours performed, the type of training, and the quality of the performance. All programs must do a concluding evaluation, and programs lasting more than six months must do a midpoint and concluding evaluation. The sponsor must retain these evaluations for at least three years following the completion of the student's internship program. [22 C.F.R. § 62.23(i)(5)]
- Ensure that the internship is full-time; i.e., consist of a minimum of 32 hours per week, and that it does not displace an America worker or serve "to fill a labor need". The internship should provide "work-based learning" for the intern, and not simply provide labor for the employer.
- Ensure that the student is not placed in an unskilled or casual labor position, in a position that requires or involves child care or elder care, in a position in the field of aviation, or in any kind of position that involves patient care or contact. Finally, a sponsor must not place a student intern in a position that involves more than 20 per cent clerical work.
- If the host organization is an outside agency or company, or involves a location other than University of Georgia campuses, there are additional obligations:
 - a site visit must be arranged with our office prior to the beginning of the internship.
 - A written agreement between UGA and the third-party host must be in effect, and reviewed by our office.

Please let us know if you have any questions.