

INVITING A STUDENT INTERN: Host Department Responsibilities

The J-1 Exchange Visitor Program

The J-1 Exchange Visitor Program is administered by the U.S. Department of State to foster global understanding through educational and cultural exchanges. The University of Akron is authorized to host Exchange Visitors in the following categories: Short-Term Scholar, Professor, Research Scholar, Student, and Student Intern. The Exchange Visitor must intend to return home upon completion of the educational objective. For more information, see j1visa.state.gov.

Before requesting a DS-2019 to invite a J-1 Student Intern to your department, please familiarize yourself with the Host Department Responsibilities below. Contact the International Center at 330-972-6349 if you have any questions.

The Student Intern Category

J-1 Student Interns must be currently enrolled in and pursuing a degree at a foreign post-secondary academic institution outside the U.S. The internship must be a structured and guided work-based learning program that partially or fully fulfills the student's post-secondary academic degree requirements at his or her home institution; provides on-the-job exposure to American techniques, methodologies, and technologies; and enhances the student intern's knowledge of American culture and society.

J-1 Student Interns cannot work in unskilled or casual labor positions or in positions that require or involve childcare, elder care, or medical patient care or contact.

The internship must include a minimum of **32 hours/week with no more than 20% clerical work**.

The host supervisor must be willing to provide continuous on-site supervision and mentoring of the intern and conduct periodic evaluations of the intern.

J-1 Student Intern status is available for a **maximum of 12 months** at each degree level.

The J-1 Student Intern category typically requires more time for processing the related immigration documentation and also requires evaluation(s) of the Student Intern. Therefore, if the individual has a bachelor's degree already and can finish their scholarly activities at UA within 6 months, the International Center recommends that the host department considers inviting the prospective student intern to come as a J-1 Short-Term Scholar instead.

Before the student intern arrives:

1. Start the process at least 4 months in advance of the scholar's expected arrival date. The International Center will do its best to accommodate and expedite requests when needed, but the scholar may face delays with visa issuance and/or travel plans.
2. Determine the student's eligibility for the J-1 Student Intern category:
 - a) The internship must meet the requirements mentioned on the prior page, and the student must not have exceeded his or her time in the J-1 Student Intern category (12 months for each degree level).
 - b) Obtain a **certification letter** from the student's home institution stating the student is currently pursuing a degree program in his or her home country and this internship will fulfill educational objectives of that program. The letter should be signed by the registrar, dean, or someone of an equivalent signing authority.
 - c) Conduct and document a **screening interview** by videoconference (or by phone if videoconference is unavailable). You may combine the screening interview with the **English Language Proficiency Interview** (see below) if you summarize on the form that you discussed topics relevant to determining the intern's "fit" for the position (academic background, relevant experience, etc.)
3. Follow the steps below before sending an invitation letter to the student intern:
 - a) Host supervisor completes Sections 1 and 4 of **Form DS-7002, Training/Internship Placement Plan (T/IPP)**. No need to sign this yet. The International Center will complete Section 2 and the Sponsor section of Section 3.
 - b) International Center will inform host department when DS-7002 is ready for signatures.
 - c) Host professor drafts invitation letter based on J-1 guidelines available at www.uakron.edu/international/scholars.
 - d) Host professor completes pages 4 & 5 of **Request for Form DS-2019**. Host professor must obtain adequate proof of the student intern's English language proficiency if this was not already done during the screening interview. If needed, use the **English Language Proficiency Interview Form**.
 - e) Host department creates **HR documents**. For a self-funded or sponsor-funded scholar, this will be a zero-pay **Personnel Action Form (PAF)**. For a scholar paid by UA, this will be a **Position Request** (and Search Waiver, if needed).
 - f) Host professor fills out the **Student Intern Agreement** template (including required Exhibits) and submits it to the Chair/Director for review, along with the **PAF or Position Request**.
 - g) Chair/Director reviews all documents and signs:
 - i. PAF or Position Request,
 - ii. Page 4 of *Request for Form DS-2019*, and
 - iii. Page 3 of *Student Intern Agreement*.
 - h) Chair/Director forwards the **Student Intern Agreement** (including Exhibit B, Mutual Non-Disclosure Agreement) and **PAF or Position Request** to the Dean for signatures.
 - i) Host department forwards the **Request for Form DS-2019, Student Intern Agreement** (including Exhibits), and **PAF or Position Request** to the International Center. The International Center will pass these documents on to the Office of General Counsel for review before the Executive Vice President signs them.
4. After the Student Intern Agreement has been signed by all UA parties:
 - a) The International Center sends a copy of the Student Intern Agreement and PAF or Position Request to the host department and HR.
 - b) The host department sends the following documents to the student intern:
 - i. **Student Intern Agreement** (including all Exhibits), and
 - ii. Pages 7-9 of the **Request for Form DS-2019**.
 - c) Student intern signs Student Intern Agreement and obtains signatures from home institution (if employed by or a student at a home institution) on the Student Intern Agreement and Exhibit B.
 - d) Student intern completes Request for Form DS-2019 and attaches required supporting documents.
 - e) Host department sends the completed **Student Intern Agreement** to the International Center, along with the completed **Request for Form DS-2019** and all supporting documents.

- f) International Center will notify host department when the Form DS-2019 and welcome information are ready for pickup.
5. When Form DS-2019 is ready:
- a) Host department ships Form DS-2019 and welcome information to the student intern by DHL, FedEx, or UPS. We recommend that you do not send by USPS Global Priority, as tracking information to the final destination may not be available.
 - b) Student intern applies for visa.
 - c) Host department informs International Center if the student intern's arrival is delayed or the student intern decides not to come to UA. If the student intern is delayed, an updated Student Intern Agreement may be needed before the International Center can prepare an updated DS-2019. Host department should also submit a revised PAF to HR if the start or end date changes.

After the student intern arrives, the host department must:

1. Ensure that the student intern does not begin his or her internship until the start date on the Form DS-2019 has been reached.
2. Ensure that the student intern appears in person at the International Center with his or her immigration documents and proof of insurance meeting the J-1 requirements. This should occur as soon as possible, but no later than 30 days after the program start date on the DS-2019.
3. Encourage the student intern to participate in opportunities for cultural exchange along with their academic activities.
4. Comply with ongoing reporting requirements to the International Center:
 - a) Inform the International Center immediately if the department intends to terminate the student intern's program before the end date on the Form DS-2019. Such intention must be communicated before taking action to terminate the program.
 - b) Request approval from the International Center before the student intern:
 - i. Changes job duties or departments within UA;
 - ii. Conducts activities at a site other than the primary site listed on the Form DS-2019; and/or
 - iii. Changes supervisors.
 - c) If the department wishes to extend the scholar's program, submit an extension request, updated Student Intern Agreement, PAF, and supporting documentation at least 2 weeks prior to the program end date listed on the Form DS-2019.
 - d) Report to the International Center within 24 hours any incident specified on the "J-1 Exchange Visitor Incident Reporting Rubric," available at <https://uakron.edu/international/scholars/>. If you need to report an incident outside normal business hours, contact Robyn Brown at 330-703-8703 or rkb@uakron.edu.

Class Observations

A visiting scholar may audit or enroll part-time in courses for credit, but the scholar or sponsoring organization will be responsible for paying the tuition and fees. If the department intends to have the scholar observe American teaching methods by visiting a single class meeting, the department must first receive approval from the course instructor(s), Chair/Director, Dean(s), and Office of Academic Affairs.

Important Information about J-2 Dependents (Spouse and/or Children)

Children only qualify for J-2 status if they are under 21 years old. J-2 dependents may not engage in research or teaching that benefits UA unless they have received employment authorization from U.S. Citizenship and Immigration Services, which typically takes at least 3 months for processing. J-2 dependents that wish to take classes at UA must apply, enroll, and pay tuition, unless they qualify for tuition remission.

UA Host Department: Complete pages 4–5 of this application packet.

Exchange Visitor: Collect the supporting documents listed on page 7, and complete pages 8–9 of the application. Submit the packet, including supporting documents, to your host department.

Part I. Information about UA Host Department

Host Department					
Host Supervisor's name		Title			
Department Contact Name		Title			
Phone	(330)	Email	@uakron.edu	Zip +4	

Part II. Purpose

This form is being completed for: **(check all that apply)**

- Initial DS-2019 – the applicant is overseas and will be applying for a U.S. visa abroad
- Initial DS-2019 – the applicant is in the U.S. in another immigration category and will apply for change of status*
- The applicant is currently in J-1 status at another U.S. institution and will transfer to UA*
- Extension to continue an ongoing program

The Exchange Visitor (EV) category will be:
Student Intern

For information about other J-1 Exchange Visitor categories, contact Robyn Brown at x6798. There is a separate Request Form for Exchange Visitors in other categories.

* Additional documentation will be required for transfers and changes of status – contact the International Center for details.

Name of EV	(Family)	(First)	(Middle)	
Position Title		Academic Field	CIP Code	https://nces.ed.gov/ipeds/cipcode
Name of Current Employer/College				
Appointment Dates at UA	(from)	(to)	Hours per week	
Major activity at UA				
Street Address of EV's Primary Site of Activity				
Will the position be funded, in part or in whole, directly or indirectly, by the EV's home government or the U.S. government (e.g., National Science Foundation grant)? If yes, describe:				

Part IV. Signatures

By signing below, you are indicating that you have read and are familiar with the Host Department Responsibilities on pages 1-3.

Host Supervisor's Signature		Date	
Host Department Chair/Director's Signature		Date	

ENGLISH LANGUAGE PROFICIENCY VERIFICATION FORM

In order to participate successfully in the program and to function on a day-to-day basis, a J-1 Exchange Visitor must have sufficient proficiency in the English language, which must be "determined by an objective measurement of English language proficiency" [22 CFR 62.10(a)(2)].

The International Center accepts the following as "objective measurements of English language proficiency":

- Score report from an English language test issued within 2 years indicating the following minimum score: IELTS (5.5) or TOEFL (60) ; or
- Signed documentation from an academic institution in an English-speaking country or a school with an accredited ESL program; or
- Documented interviews conducted in English by at least two professors from the UA host department by videoconferencing, or by phone if videoconferencing is not a viable option. (See J-1 Scholar Interview Sheet.)

In order to be in compliance with these provisions, the host department requesting the form DS-2019 from the International Center must **submit the supporting documentation** verifying English language proficiency.

Host Supervisor's Affirmation: I confirm that the Exchange Visitor (name) _____ has sufficient English language proficiency to succussfully participate in the program at UA and funciton on a day-to-day basis in the United States.

J-1 Exchange Visitor's Supervisor at UA:

Printed Name

Signature

Date

EXPORT CONTROL COMPLIANCE ATTESTATION

This attestation should be completed by the individual who will be supervising the J-1 Exchange Visitor, or who is otherwise knowledgeable about the Exchange Visitor's intended work. For information about Export Control Compliance, see "Information about Export Control Compliance" on the following page.

Name of Exchange Visitor: _____

Exchange Visitor's Country of Citizenship: _____

With respect to the technology or technical data The University of Akron will release or otherwise provide access to the Exchange Visitor, the signator certifies that he or she has reviewed the Export Administration Regulations (EAR) and the International Traffic in Arms Regulations (ITAR) and has determined that:

1. A license **is not required** from either U.S. Department of Commerce or the U.S. Department of State to release such techonology or technical data to the foreign person; or
2. A license **is required** from the U.S. Department of Commerce and/or the U.S. Department of State to release such technology or technical data to the Exchange Visitor and the petitioner will prevent access to the controlled technology or technical data by the Exchange Visitor until and unless the petitioner has received the required license or other authorization to release it to the Exchange Visitor.

By signing, I affirm that I am familiar with the details of the Exchange Visitor's work while at The University of Akron and hereby affirm that the contents of the foregoing are true, to the best of my knowledge, information, and belief. I further understand that failure to accurately complete this certification can result in U.S. government export control violations for which civil and criminal penalties can be assessed against any individual found to have caused or facilitated a violation, and/or against The University of Akron.

Signature: _____ Name: _____ Title: _____ Date: _____

Compliance with Export Control Regulations and Trade Sanctions

All transfers of research materials, software, or data must comply with export control and trade sanction regulations. It is important to be aware of these laws because violations of export controls and trade sanctions can result in institutional, civil, and criminal penalties. The following is a brief summary of these restrictions.

Export Control Regulations

Export controls are federal laws that regulate the export of sensitive technologies, equipment, software, biological agents, and related data and services. The regulations are intended to restrict the use of and access to controlled information, goods, and technology for reasons of national security or protection of trade. If an item or information is subject to export control, the Export Administration Regulations (EAR), 15 C.F.R. Parts 770-774, and the International Traffic in Arms Regulations (ITAR), 22 CFR Parts 120-130, may require U.S. persons to seek and receive authorization from the U.S. Government before exporting that information, goods or technology to a foreign country. Most research conducted within The University of Akron is "fundamental research" and exempt from export control requirements. Fundamental research includes basic or applied research in science and/or engineering at an accredited institution of higher learning in the U.S. where the resulting information either is ordinarily published and shared broadly in the scientific community or where the resulting information has been or is about to be published.

Read the Office of Research Administration's Export Control Statement at https://www.uakron.edu/research/ora/docs/ORA-00-05_Export_Control_Statement.pdf.

If you have questions about whether an export license is required, please refer to:

- **Export Administration Regulations (EAR)** – the regulations prohibit unauthorized export of commodities, software, and technologies on the **Commerce Control List (CCL)**; items to restricted parties on the Entity and Denied Persons List; and items for nuclear, missile/rocket, and chemical/biological weapons use.

<https://www.bis.doc.gov/index.php/regulations/export-administration-regulations-ear>

- **Bureau of Industry and Security (BIS)**, U.S. Department of Commerce <https://www.bis.doc.gov/>

- **International Traffic in Arms Regulations (ITAR)** – these regulations prohibit the unauthorized export or brokering of defense articles and defense services https://www.pmddtc.state.gov/ddtc_public?id=ddtc_kb_article_page&sys_id=%2024d528fddbfc930044f9ff621f961987

- **Directorate of Defense Trade Controls (DDTC)**, U.S. Department of State https://www.pmddtc.state.gov/ddtc_public?id=ddtc_public_portal_homepage

The technology and technical data that are controlled for release to foreign persons are identified on the **EAR's CCL** and the **ITAR's U.S. Munitions List (USML)**.

The CCL is found at 15 CFR Part 774, Supp. 1: <https://www.bis.doc.gov/index.php/regulations/commerce-control-list-ccl>
Prohibited items may include encryption technology, lasers, navigation equipment, material processing equipment, and other items that do not initially appear to be particularly sensitive.

The USML is at 22 CFR 121.1, available at <https://www.ecfr.gov/>

Economic and Trade Sanctions

Current lists of targets of these regulations are maintained by the U.S. Office of Foreign Assets Control (OFAC). Trade sanctions may prohibit activities such as transfer of items and services to sanctioned nations. See here for a summary of sanctions programs and here for the Specially Designated Nationals and Blocked Persons List (SDN). Transactions with any entity, group, or individual on the SDN list are prohibited unless licensed by OFAC. Destinations currently subject to the most comprehensive U.S. restrictions include Cuba, Iran, North Korea, Syria, and the Crimea region of Ukraine.

Congratulations on being invited to join the Exchange Visitor program at The University of Akron (UA). We are looking forward to your arrival. To ensure that your application is processed quickly, we have provided a checklist for all the items you need to submit in order to receive your DS-2019.

DS-2019 APPLICATION CHECKLIST

- Student Intern Agreement, signed by Exchange Visitor and Home Institution
- Financial document, if funded by source other than UA. *Attach certified English translation, if needed. The financial document must be dated within 1 year of your intended internship start date.*
- Proof of English Language Proficiency (such as TOEFL score). If the host department has conducted interviews, the host department will submit the English Language Proficiency Interview Sheets.
- Copies of previous DS-2019(s), if any
- Copy of biographic (photo) page of Exchange Visitor's passport
- If requesting a DS-2019 for a J-2 dependent, attach proof of relationship (e.g., marriage or birth certificate with certified English translation) and copy of the dependent's passport
- If extending the current J-1 program: copy of the most recent I-94 and proof of current health insurance meeting the minimum requirements for J-1 visa holders

PLEASE SUBMIT THESE MATERIALS TO YOUR HOST DEPARTMENT

Part I. Information about the Exchange Visitor

Name	(Family)	(First)	(Middle)
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth	City/Country of Birth
Email			
Home Country Address			
Country of Citizenship	Country of Permanent Residence		
Position and Title in Home Country			
Name of Home Country Employer			
Sector of Home Country Institution	<input type="checkbox"/> Government <input type="checkbox"/> Academic Community <input type="checkbox"/> Private Sector <input type="checkbox"/> Other		
If government, what type	<input type="checkbox"/> Central <input type="checkbox"/> State/Regional/Provincial <input type="checkbox"/> City/Town		
U.S. Address (if applicable)			
<input type="checkbox"/> Check here if you have previously visited the U.S. If checked, please explain, and indicate your visa status at that time.			
<input type="checkbox"/> Check here if you have applied for a waiver of the two year home country physical presence requirement			

Part II. Immigration Information (to be completed if the EV is in the U.S.)

Date of Last Arrival	I-94 Number	Current Nonimmigrant Status
SEVIS ID No (if available)	Expiration Date of Your Passport	

Part III. Family Member Information (if accompanying EV to the U.S.) *Children must be below age 21 to qualify for a J-2 visa*

Relationship	Name (Family, First, Middle)	City of Birth	Country of Birth	Date of Birth	Gender

If any family member you wish to bring has a different country of citizenship or permanent residence than that of their country of birth, please indicate that here: _____

Part IV. Funding Information

During the period of appointment, financial support for this visitor will be provided by one or more of the following. Funding in U.S. DOLLARS (USD), should be entered as a total for the entire period of stay, not "\$500/month."

- The University of Akron: \$ _____
- U.S. Government Agency(ies): \$ _____
Name of agency(ies) _____
- The Exchange Visitor's Government: \$ _____
- International Organization(s): \$ _____
Name of organization(s) _____
- Other Organization(s): \$ _____
Name of organization(s) _____
- Personal Funds: \$ _____

Current minimum living expenses for one month are \$1040.00 for J-1 scholar and \$360.00 for a dependent. **Written**, detailed evidence of financial support is required (e.g., an offer letter from UA, a letter from the home institution, a bank statement, letter from the home university, etc.)

Part V. Insurance Statement

Please read and sign the following statement:

I understand that during my period of appointment at The University of Akron as a J-1 Exchange Visitor, I must comply with the Department of State (DOS) regulations. The requirements are explained at <https://j1visa.state.gov/sponsors/how-to-administer-a-program/> (select "Insurance"). **I agree to purchase health insurance for myself and, if applicable, my accompanying J-2 dependents (spouse and children) throughout the duration of my Exchange Visitor program in the U.S., even if my accompanying dependents are not in the U.S. for that entire time.** I will supply proof of this insurance to the International Center upon arrival. I understand that willful failure to comply with this requirement will result in **termination** from the Exchange Visitor Program at The University of Akron.

Exchange Visitor's Signature		Date	
------------------------------	--	------	--