

J-1 Student Intern: Department Supplement

This form is a supplement to the “Application for Visa Certificate I-20 and DS-2019” and must be reviewed and signed by the faculty member serving as the J-1 Student Intern Supervisor.

Student Name:

Federal Compliance

In compliance with federal regulations, you are certifying that all information submitted in this application is true and accurate to the best of your knowledge. By signing this form, you ensure that the following statements are true:

Internship

1. Lasts for no more than 12 months and is full-time (at least 32 hours per week)
2. Does not duplicate the student intern’s prior experience and intern maintains satisfactory advancement towards completion of his/her internship
3. Exposes student intern to American techniques, methodologies, and technology and expands upon his/her existing knowledge and skills
4. Does not displace full or part-time temporary or permanent American workers or serve to fill a labor need
5. Exists solely to assist the student intern in achieving the objectives of the internship and does not involve more than 20% clerical work
6. Provides sufficient resources, equipment and trained personnel available to provide for the specified internship

Intern

1. Will be oriented with the department personnel, equipment and procedures, etc.
2. Is primarily in the US to engage in the internship rather than employment
3. Is not placed 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 any other kind of work that involves patient care or contact, including therapy
4. Is in good academic standing and currently pursuing an **undergraduate degree** outside the U.S. and will return to his/her home institution to complete the degree. The intern cannot transfer to UNG while pursuing the internship.

If you need this document in an alternate format for accessibility purposes (e.g. Braille, large print, audio, etc.), please [email the Center for Global Engagement](#) or call 706-867-2858.

Evaluation Requirement

The faculty supervisor will need to assist the Center for Global Engagement in evaluating student interns at the conclusion of the program. The required evaluation of the intern's performance will occur at the conclusion of the internship, and, for internships lasting longer than 6 months, a mid-point evaluation as well.

English Proficiency Verification

The Department sponsoring a J-1 Student Intern must establish that the student has sufficient English language proficiency via **one** of the three options listed below:

Option 1: Certification by the Sponsoring University of North Georgia Professor

I have conducted a spoken interview in English with the intern and believe that his/her English is adequate for the proposed internship.

UNG J-1 Intern Supervisor/Department Faculty Signature:

Option 2: Certification by an English teacher or professor

Please attach signed documentation from an academic institution or English language school certifying English proficiency.

Option 3: Certification by TOEFL score

Please attach a copy of the J-1 Student Intern's TOEFL test score report.

UNG J-1 Student Intern Faculty Supervisor Acknowledgement of Responsibilities

By signing below, you certify that you have read and understand the requirements for federal compliance and English proficiency and that the information you have provided is true and accurate.

J-1 Student Intern Supervisor Name (Print):

J-1 Student Intern Supervisor Name (Sign):

Date:

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