

DATE: January 30, 2018

TO: UC Riverside Deans and Department Chairs

FROM: Kelechi Kalu, Vice Provost of International Affairs

RE: International Affairs Quick Reference Guide for Visa Type: J-1 Student Intern



The J-1 student intern category is different from the other J-1 visa categories (Professor, Research Scholar, Short Term Scholar). It is a structured, work-based learning program designed for students who are currently enrolled in a postsecondary degree program outside of the United States. Students may participate in a J-1 student internship for up to twelve (12) months.

The International Students and Scholars (ISS) office at UCR is your partner in this process. The quick reference guide highlights key factors for hosting J-1 Student Interns. For more details on the process, timeline and for access to additional documents, please visit the International Scholars website: <http://internationalscholars.ucr.edu/visa/j1.html>

Eligibility

To qualify as eligible for the J-1 Student Intern category, the student must be:

- Currently be enrolled and in good academic standing at an accredited postsecondary institution outside of the U.S. (most are pursuing the equivalent of a U.S. bachelor's degree).
- Fulfilling educational objectives for current degree program outside the U.S.
- Able to verify English language skills sufficient to successfully participate in the internship program on a day to day basis.
- Returning as an enrolled student at the home institution to fulfill and obtain a degree after completing the UCR internship program.
- Able to show sufficient funding to support the visit, including housing and living expenses.
- Able to provide proof of health insurance that meets the minimum requirements of the J-1 visa; with coverage valid for the duration of time spent at UCR.

Host Department Responsibilities and Internship Requirements

- Host departments at UCR are responsible for the J-1 Student Intern.
- Hosts must ensure the internship meets the eligibility criteria outlined by the Department of State.
- Hosts are responsible for working with J-1 Student Intern on a Training/Internship Placement Plan (T/IPP).
- Faculty supervisors and J-1 Student Interns are required to complete evaluations prior to the end of the internship. Evaluations must be submitted to the ISS office and will be stored with the J-1 Student Intern's file.
- Internship requirements:
 - Provide a structured work-based program that will reinforce the student's academic study upon return to the home institution.
 - Be full-time (minimum of 32 hours per week), and cannot include more than 20% clerical work.
 - Must not displace U.S. workers.

Steps for Inviting and Sponsoring a J-1 Student Intern

The host department will:

- Contact ISS by submitting a request through the ISS office's internal database, ISC Online
- Work with student intern and faculty/PI to draft the Training/Internship Placement Plan. Completed and signed T/IPP documents are submitted to the ISS Office for routing to the Department of State.
- Provide an Internship Invitation Letter
- Complete the English Language Proficiency Form
- Ensure all steps and documents listed on the J-1 Student Intern Checklist are completed
 - Additional documents and detailed information is available on the International Scholars website:
<http://internationalscholars.ucr.edu/visa/j1.html>

CC: Chairs
Deans
Academic Personnel
Campus Counsel