INTERNATIONAL STUDENT SERVICES • UNIVERSITY OF HAWAIʻI AT MĀNOA
2600 Campus Road, QLCSS 206, Honolulu, HI 96822 • Phone: (808) 956-8613 • Fax: (808) 956-5076
Website: www.hawaii.edu/issmanoa

FORM A:
J-1 STUDENT INTERN PROGRAM REQUIREMENTS AND PARTICIPANT ELIGIBILITY

(To be completed by UH Department Intern Supervisor and Department Head. Please type or print clearly.)

Intern Name:_____

Supervisor Name:_____ Email:_____

Department Head Name:_____ Department:_____

Expected Dates of Program:_____
mm/dd/yyyy - mm/dd/yyyy

*Supervisor must initial each of the Department of State requirements listed below.

NOTE: Since J-1 Student Interns are typically not enrolled as UH students, they will not have access to services usually associated with UH students, including course registration, housing in residence halls, counseling services, etc. Contact ISS if the intern wishes to enroll in courses.

PROGRAM REQUIREMENTS

_____ Internship consists of a minimum of 32 hours per week.

_____ Internship consists of no more than 20% clerical work.

_____ All tasks assigned must be “necessary for the completion of the student internship program.”

_____ Internship does not displace “American workers.”

_____ Internship exists “solely to assist the student intern in achieving the objectives of his or her participation in a student internship program.”

_____ Internship consists of “work-based learning”, rather than “ordinary employment or unskilled labor.”

_____ If in the field of agriculture, the internship meets all of the requirements of the Fair Labor Standards Act (29 U.S.C. 201) and the Migrant and Seasonal Agricultural Worker Protection Act (29 U.S.C. 1801).

_____ The intern will be exposed to “American techniques, methodologies, and technology” to expand upon the intern’s existing knowledge and skills and “ not duplicate the intern’s prior experience.”

_____ The internship does not involve: Unskilled or casual labor; child or elder care; aviation; “clinical positions or engaging in any other kind of work that would require student interns to provide therapy, medication, or other clinical or medical care (e.g sports or physical therapy, psych counseling, nursing, dentistry, vet med, social work, speech therapy, or early childhood educ); or any “position, occupation, or business that could bring the intern or program into notoriety or disrepute.”

_____ Internship does not involve in any way a “staffing or employment agency.”

_____ A student may participate in an internship with or without wages or other compensation but to be employed must have the permission of the Alternate Responsible Officer (ARO) at ISS.

_____ The internship does not have to be in the student’s field of study, but it does have to “fulfill the educational objectives of his or her current degree program at his or her home institution.”

_____ Interns may participate in the internship program for no more than 12 months.

_____ The department must evaluate the intern using the form provided (Form D: Internship Evaluation) and forward a

copy to ISS following the completion of the intern's program. Programs six months or less must have at minimum a concluding evaluation. Programs exceeding six months must at minimum have a midpoint and concluding evaluation.

_____ Department will ensure that interns participate in an in-person orientation upon arrival and concluding interview prior to departure at ISS.

_____ Department will ensure that form DS-7002 is completed, signed, and a copy attached.

PARTICIPANT ELIGIBILITY

_____ The intern has been accepted into a student internship program in your Department.

_____ Intern is currently "enrolled in and pursuing a degree at an accredited postsecondary academic institution outside of the United States" and is in good standing. (Form C: Home Institution Certification)

_____ The internship must "fulfill the educational objectives of his or her current degree program at his or her home institution."

_____ The intern has "verifiable English language skills sufficient to function on a day to day basis in the internship environment."
How did you make this determination (i.e., test score, interview, etc.)? _____

_____ The intern is "primarily in the United States to engage in a student internship program rather than to engage in employment or provide services to an employer."

_____ To the best of my knowledge the intern will return to his or her academic program outside of the U.S. and "fulfill and obtain a degree from that academic institution after completion of the student internship program."

_____ The department/program will provide the following. Give details including U.S. dollar amounts. Write "none" if you are not providing these items. The intern will be expected to provide any additional expenses not covered by the department/program.

Financial assistance/compensation:_____

Housing assistance:_____

Transportation costs:_____

Airport transportation:_____

Other:_____

ISS Administrative Fee ($300, required): _____

Supervisor Signature:_____ Date:_____

Department Head Signature:_____ Date:_____

For additional information or assistance, contact:

Viet Ngo, Internatioanl Student Advisor
International Student Services
QLCSS 206
Phone: (808) 956-8613
Email: viet@hawaii.edu