



# FORM A: J-1 STUDENT INTERNSHIP REQUEST

To be completed by the UH Point of Contact and UH Host Unit/Department Head



UH Host Unit/Department Name	Campus Address
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If you have an existing Form A on file with International Student Services (ISS), submit a new form ONLY if the one of the following reasons apply (select one):

NEW Student Internship

Update to Point of Contact and/or Unit/Department Head of previously submitted form.

Regarding the timing of the internship, select one of the following that applies:

This internship is one-time only.

This internship may/will take place periodically/annually with different participants, and with perhaps minor changes to the internship plan.

Read the following U.S. Department of State requirements governing J-1 Student Intern Programs and sign the certification below.

- Internship consists of a minimum of 32 hours per week, and 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” and consists of “work-based learning,” rather than “ordinary employment or unskilled labor.”
- 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, psychiatric counseling, nursing, dentistry, veterinary medicine, social work, speech therapy, or early childhood education); or any “position, occupation, or business that could bring the intern, program or Department of State 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 and the intern’s home institution academic advisor.
- 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.”
- Departments will ensure that interns participate in an in-person orientation given by ISS upon arrival.
- 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, as verified by the intern’s home institution academic advisor.
- 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.”
- 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.”
- “Hospitality and Tourism” internships of six months or longer must contain at least three departmental or functional rotations.
- 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.”
- Interns may participate in the internship program for no less than 3 weeks and no more than 12 months per educational level.
- The supervisor must provide to ISS an evaluation of the intern at the end of the program. The evaluation must be signed by the supervisor and the intern. All programs must have a concluding evaluation and programs lasting more than six months must also complete a midpoint evaluation.

**CERTIFICATION:** I have read and understand the U.S. Department of State requirements for a J-1 Student Internship Program outlined above, and certify that our program will comply with all the requirements. All information provided on any and all application forms and supporting documents related to this internship are true and correct to the best of my knowledge.

UH Point of Contact/Supervisor/Coordinator Name	Signature	Date (mm-dd-yyyy)
UH Host Unit/Department Head Name	Signature	Date (mm-dd-yyyy)