J-1 Student Intern Application • International Student Services • University of Hawai‘i at Manoa **FORM** **B:** **PROGRAM** **INFORMATION**

**B**

To be completed by the UH Point of Contact.

|  |
| --- |
| **I.** **STUDENT** **INTERN** |
| Surname/Primary | Given Name(s) | Dates of Internship *(mm-dd-yyyy* *to* *mm-dd-yyyy)*Start: End: |
| **II.** **UH** **HOST** **INFORMATION** |
| UH Point of Contact/Supervisor/Coordinator Name | Unit/Department Name |
| Email | Phone | Campus |
| **III.** **WORKSITE** **AND** **COMPENSATION** |
| Host Organization Name (UH Unit/Dept or Third Party) | Address |
| City | State | Zip Code | Website URL |
| Employer ID Number (EIN) | Internship Hours Per Week | Compensation If Yes, how much?Stipend? Yes No \_\_\_\_\_\_\_\_\_\_ per \_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |
| Workers’ Compensation PolicyYes NoIf so, Name of Carrier | Does your Workers’ Compensation Policy cover J-1 student interns?Yes No, exempt Non-MonetaryCompensation (if any) ValueNo, but equivalent coverage  |
| Number of FT Employees Onsite at Location | Annual Revenue$0 to $3 Million $3 Million to $10 Million $10 Million to $25 Million $25 Million or More |
|  |
| **IV.** **THIRD** **PARTY** **PARTICIPATION** |
| A third party (e.g., hotel, government agency) will be assisting the UH Host Unit/Department in carrying out the internship.Yes (complete this section) No (skip this section) |
| UH must conduct a site visit of any third party assisting with the internship, to ensure the environment and conditions are adequately suited for the internship training. Placement at an academic institution or at a Federal, State, or local government office is specifically excluded from this requirement. As a representative of UH (the sponsor), have you conducted a site visit?Yes No (third party cannot be used until a site visit is conducted) |
| An executed written agreement between UH and the Third Party exists to allow the Third Party to act on behalf of UH in the conduct of the student internship program. This agreement outlines the full relationship between UH and the Third Party on all matters involving the administration of its program.Yes (provide a copy of the agreement) No (third party cannot be used until an agreement is executed) |
| Name of Third Party |
| Please list additional third parties, if more than one is assisting with internship. |

**(continued)**

Updated: 09/22/2015 Form B, Page 1 of 2

*(Form* *B,* *continued)* **B**

|  |
| --- |
| **V.** **VERIFICATION** **OF** **STUDENT** **ENGLISH ABILITY** |
| The prospective student intern must possess sufficient proficiency in the English language, as determined by an objective measurement of English language proficiency, successfully to participate in his or her program and to function on a day-to-day basis. As the UH host department Point of Contact, I have verified the student’s English language proficiency through: (select one below)a recognized English language test. Test name:signed documentation from an academic institution or English language school. (Provide document.)a documented interview conducted in-person or by videoconferencing (Must be conducted by UH host supervisor/representative.)Date: Time: to Interviewer Name:telephone interview, if videoconferencing is not a viable option (Must be conducted by UH host supervisor/representative.)Date: Time: to Interviewer Name: |
| **VI.** **PAYMENT** **OF** **ISS** **PROCESSING** **FEE** **($300)** |
| The ISS processing fee of $300 will be paid by: (select one below)UH host department/unitUH host facultyStudent Intern. Student has been informed of this responsibility.Other source. Name: |

Updated: 09/22/2015 Form B, Page 2 of 2