

Verification of Student Intern and Sponsoring Unit's Responsibilities

Before a Rutgers Unit can invite a Visiting Student Intern, the Sponsoring Unit and Student Intern must confirm, agree, and understand the information on this form.

	Last Name	First Name	Email
Student Intern			
Rutgers Unit Contact			
Sponsoring Professor			
Internship Details			
Anticipated Start Date	Anticipated End Date	Degree Completion Date	Anticipated U.S. Entry Date
What type of funding (financial support) will the intern have during their internship?	All personal/family funds	All funds from Rutgers or an outside agency/school	A combination of personal/family funds and funds from an outside agency/school
Total amount in USD			
Does your home institution require an agreement with Rutgers University?	Yes	No	Not sure

Prospective Student Intern:

- ✓ Must be currently enrolled full-time in the chosen career field at a degree or certificate-granting post-secondary academic institution outside the US.
- ✓ Must have a sufficient grasp of the English language to function on a day to day basis. ([English Proficiency Form](#) is required.)
- ✓ Must return to their academic program in their home country to fulfill and obtain the degree **after** completion of the student internship program. This program is not available to students who have, or will be graduating **before** their internship ends.
- ✓ Must confirm the internship will fulfill the educational objectives of their current degree program.
- ✓ Must be approved by home institution first, if Rutgers will financially support the student in any way.
- ✓ Must have sufficient funds to support their duration of stay, through employment in the U.S., support from home institution or personal/family funds. (Rutgers University requires evidence of at least \$327/week for undergraduate student interns and \$404/week for graduate student interns.)
- ✓ Must have a passport valid for six months beyond the date of your exit to the United States.
- ✓ Must understand the maximum duration of the internship is for 12 months, and the student must depart the U.S. with 30 days of the completion of the program.
- ✓ Must have/will purchase health insurance that meets the requirements set by Rutgers University when before arriving in the US.

X _____
Student Intern Signature

Rutgers's Sponsoring Supervisor:

Responsibilities BEFORE Student's Arrival-

English Language Skills

- ✓ Must have a sufficient grasp of the English language to function on a day to day basis. ([English Proficiency Form](#) is required.)

Training/Internship Placement Plan (T/IPP - Form DS-7002)

- ✓ The DS-7002 must be completed by the sponsoring unit and the student intern. *Interns are required to bring the DS-7002 to the visa interview so accuracy is crucial.* The student is not allowed to make any changes after arrival without authorization from the J-1 Advisor; this restriction includes interning in a different Sponsoring Unit or changing internship duties. The program must be at least **32 hours per week**.

Job Restrictions

- ✓ Student may not be placed in an unskilled or casual labor position, a position that requires or involves child care/elder care, a position in the field of aviation, or in clinical positions, or engages in any other kind of work that involves patient care or contact, including any work that would require medication, or other clinical or medical care. The position can require no more than 20% clerical work. All work must take place on-site, on Rutgers University property. No work may be performed at a third party location.

Health Insurance

- ✓ Students must have health insurance equivalent to or greater than the coverage required by the University for international students. Rutgers offers an insurance policy to meet this requirement for those J-1 visitors who do not have alternate insurance. Visitors without alternate coverage will be required to purchase this coverage. Exemption from health insurance is made *only* after providing acceptable evidence of insurance.

Responsibilities AFTER Student's Arrival-

Extensions of Program

- ✓ Extensions are not possible beyond the 12 month maximum set by the Department of State. If an extension request (within the 12-month limit) is made on behalf of the student, a completed evaluation must be submitted with the request for program extension along with a new DS-7002 form.

Evaluations

- ✓ Final evaluations must be completed prior to the conclusion of the internship program. Programs exceeding 6 months require midpoint and concluding evaluations and is submitted to the J-1 Advisor.

Mandatory Check-in

- ✓ Students must check-in to Rutgers Global within 30 days of their start date and meet with the J-1 Advisor. If the intern does not check in within this time, the Department of State will terminate the intern's status and he/she will not be eligible to engage in the program or to legally remain in the US. *If the student cannot check in within 30 days of the start date, the J-1 Advisor must be notified.*

Notice of Departure

- ✓ Sponsoring supervisors and students must notify the J-1 Advisor of the student's departure at the completion of the program. Failure to properly close the student's program could lead to complications for future visits to the United States.

X _____
Sponsoring Rutgers Supervisor