



Department Questionnaire for J-1 Exchange Visitor Student Intern

The student intern category is for the foreign national student who is currently enrolled in and pursuing a degree at an accredited post-secondary academic institution outside the United States and is participating in a student internship program in the United States that will fulfill the educational objectives of his/ her current degree program at his/her home institution. Please note that because the J-1 Student Intern is not enrolled as a Student at Texas A&M University he or she is not eligible for any Texas A&M student services (healthcare, counseling, financial aid, recreational sports, Writing Center).

Student internship programs cannot last more than 12 months at each degree level. As a student intern, the individual enters the United States to pursue a structured and guided work-based internship program.

Texas A&M University System Member

Hosting Department

Name of Department Contact

Contact's Email Address

Contact's Phone Number

Name of Exchange Visitor

Address of Activity

Start Date of Visit

End Date of Visit

Indicate all sources and amounts of financial support for your Exchange Visitor's stay.

Source	Amount

Exchange Visitors must provide proof of insurance coverage for himself/herself and all J-2 dependents for the entire duration of the program. **Failure to maintain insurance coverage will result in termination of the program and your Exchange Visitor will be required to leave the US.** Contact ISFS for health insurance plan options.

Will you be physically present during the anticipated dates of your Exchange Visitor's stay? Yes No

*If your plans change, do not leave your visitor unsupervised. Designate a back-up faculty member to supervise the visitor if you will be away on any kind of leave for more than 2 weeks.

Host Department's Emergency Contact:

Name

Phone Number

Program Criteria, Responsibilities and Attestations of the Academic Host

1. The internship program will expose the student intern to American techniques, methodologies, and technology and expand upon the student intern's existing knowledge and skills. The program does not duplicate the student intern's prior experience.
2. The supervisor has sufficient resources, equipment, and trained personnel available to provide the specified student internship program.
3. The student 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. The internship program is not designed to recruit and train the student intern for employment in the United States.
4. The student intern's position does not displace full- or part-time or temporary or permanent American workers or serve to fill a labor need. The position the student intern fills exists solely to assist the student intern in achieving the objectives of his or her participation in the student internship program.
5. Assist in providing accommodations for the student intern prior to his or her arrival. Meet and greet the student intern. Provide access to appropriate laboratories, buildings, library, and the recreation facilities on campus and settling him or her into the office/lab/work environment. See Best Practices Checklist.
6. Monitor the intern's progress with a concluding evaluation submitted to ISFS for records retention and annual reports as required by the United States Department of State. Programs lasting more than six months also require a mid-point evaluation. All evaluations must be signed by the student intern and the supervisor.
7. The student intern must return to their home institution and obtain a degree in their academic degree program.
8. Departure Notification Forms must be completed and sent to ISFS when the student intern completes the program.

I hereby certify that I understand, agree to comply with, and attest to the above statements.

Internship Program Supervisor

Date

Department Head/Director

Date