

WAYNE STATE UNIVERSITY

OFFICE OF INTERNATIONAL STUDENTS & SCHOLARS

Why Wayne State?

With 350 degree programs, including education, business administration, social work, engineering, nursing, pharmacy and health sciences and fine, performing and communication arts, an internship in your degree program is a real possibility.

Located on a beautiful 200 acre campus in the heart of Detroit's cultural center, we are minutes away from art museums, orchestra halls and sporting venues.

Wayne State services a student population of 30,000 students coming from over 100 countries.



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J-1 Internship Opportunities



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Aim Higher



Gain International Experience with a J-1 Internship

WELCOME

The Office of International Students and Scholars (OISS) is the primary international student and scholar support administrative unit at Wayne State University responsible for supporting the international student and scholar community.

OISS provides a broad array of services and programs aimed at meeting the unique needs of international students throughout their academic program at the University

PURPOSE

A J-1 Internship allows students outside the United States to participate as an intern in the U.S. related to the degree objective they are pursuing in their home institution. Students can obtain a maximum of 12 months experience for each degree they are pursuing

CONDITIONS

- Student must be in good standing in their home educational institution
- Available to currently enrolled undergraduate or graduate students;
- Or students who have graduated no more than 12 months prior to the start date of the internship.



Put your education to work.

BENEFITS

There are a number of benefits that can be gained through a J-1 Internship. Those benefits include:

- Internship experience at a leading U.S. research institution
- Wayne State is a comprehensive university with 13 colleges and schools. We offer more than 350 academic programs, including 126 bachelor's degree programs, 139 master's degree programs, 60 doctoral degree programs and 30 certificate, specialist and professional programs
- Wayne State holds the prestigious Carnegie RU-VH classification, a designation held by only 3.6% of US institutions

Benefits Continued

- Wayne State University School of Medicine is the largest single-campus medical school in the nation with more than 1,000 medical students
- Exposure to state of the art facilities
- Every Internship program provides a unique opportunity. The experience you will receive will give you a great start in your field of study

HOW TO GET STARTED

If your institution is interested in receiving more information about the internship opportunities at Wayne State University, please send an email j1intern@wayne.edu

Be sure to include:

- Name of your Institution
- Field of study your student is pursuing
- Month you would like your student's internship to begin

J-1 INTERN PROGRAM FACT SHEET

The J-1 Intern Category allows WSU Departments to sponsor foreign national students to participate in a 12 month internship. Below are some important facts on the eligibility and requirements:

- The student is currently enrolled in and pursuing studies at a degree-or certificate-granting post- Secondary Academic institution in their home country;
- The U.S. internship must fulfill the educational objectives for his or her current degree program at his or her home institution;
- The student must be "in good academic standing" at his or her home institution outside the United States;
- The student must be primarily in the United States to engage in a student internship program rather than to engage in employment or provide services to an employer;
- Students can participate who have graduated from such an institution **no more than 12 months prior to their Exchange visitor program begin date to participate in an internship program;**
- The student must be accepted into a student internship program at the postsecondary accredited academic institution listed on his or her Form DS-2019;
- Sponsors must ensure that interns have verifiable English language skills sufficient to function on a day-to-day basis in their program environment;
- Have sufficient finances to support himself or herself and dependents for their entire stay in the United States, including housing and living expenses;
- The student must return to his or her academic program outside the United States and fulfill and obtain a degree from such academic institution after completion of the student internship program.

Other important facts:

- The Office of International Students and Scholars is the administrator of this program. All Internship requests will be coordinated by OISS.
- There are strict training plans and evaluations that must be completed and submitted to OISS for compliance with the regulations.
- The internship activity secured for the participant must conform to these requirements and prohibitions:
 - **Duration**
 - The internship must be full-time; i.e., consist of a minimum of 32 hours per week. [22 C.F.R. § 62.23(i)(3)(i)(A)]
 - Student interns may participate in a student internship program for "up to 12 months for each degree/major." [22 C.F.R. § 62.23(h)(3)] Extensions beyond 12 months are not possible.
 - **Focus and nature of activity**
 - The internship does not have to be in the student's field of study, but it does have to "fulfill the educational objectives for his or her current degree program at his or her home institution." [22 C.F.R. § 62.23(i)]
 - All tasks assigned must be "necessary for the completion of the student internship program." [22 C.F.R. § 62.23(i)(8)(iv)]
 - A student may participate in an internship with or without wages or other compensation, and full-time employment is permitted, as outlined on the student's T/IPP. To be employed, however, the student needs the "approval of the exchange program's responsible officer and the student's home institution's dean or academic advisor." [22 C.F.R. § 62.23(i)(6)]

Other important facts (Continued):

- The internship tasks may consist of no more than 20 percent clerical work. [22 C.F.R. § 62.23(i)(8)(iv)]
- The internship must expose the participant to "American techniques, methodologies, and technology," expand upon the participant's existing knowledge and skills, and "not duplicate the student intern's prior experience." [22 C.F.R. § 62.23(i)(2)(iii)]
- Internships cannot place a student intern in any position that involves the following [22 C.F.R. § 62.23(i)(8)(i)]:
 - Unskilled or casual labor
 - Child care or elder care
 - Aviation
 - Clinical positions or engaging in any other kind of work that involves patient care or contact, including any work that would require student interns to provide therapy, medication, or other clinical or medical care (e.g., sports or physical therapy, psychological counseling, nursing, dentistry, veterinary medicine, social work, speech therapy, or early childhood education)"
 - Any "position, occupation, or business that could bring the Exchange Visitor Program or the Department into notoriety or disrepute." [22 C.F.R. § 62.23(i)(8)(ii)]
- **Distinction between internships and regular employment**
 - The internship cannot "serve to fill a labor need" [22 C.F.R. § 62.23(i)(3)(ii)(B)]
 - The internship must exist "solely to assist the student intern in achieving the objectives of his or her participation in a student internship program." [22 C.F.R. § 62.23(i)(3)(ii)(B)]
 - The internship must consist of "work-based learning," rather than "ordinary employment or unskilled labor." [22 C.F.R. § 62.23(i)(7)(i)]
 - Not involve in any way a "staffing/employment agency." [22 C.F.R. § 62.23(i)(8)(iii)]
- **Worker protections**
 - The internship cannot displace "American workers" (including full or part-time, temporary or permanent). [22 C.F.R. § 62.23(i)(3)(i)(B)]
 - If in the field of agriculture, the internship must meet all requirements of the Fair Labor Standards Act and the Migrant and Seasonal Agricultural Worker Protection Act. [22 C.F.R. § 62.23(i)(3)(ii)(C)]
- **Occupational Categories for J-1 Internship Program**
 - **Federal Register** 3913, January 24, 2006);
 - Construction and Building Trades; Education, Social Sciences, Library Science, Counseling and Social Services; Health Related Occupations; Hospitality and Tourism; Information Media and Communications; Management, Business, Commerce and Finance; Public Administration and Law; and the Sciences, Engineering, Architecture, Mathematics, and Industrial Occupations; and such other occupational categories that the Department may from time to time include in training and internship programs.

J-1 INTERN: DEPARTMENT STEPS AND BASICS

Effective July 2008, the Department of State has introduced a new category called the J Intern. The J student intern is a foreign national enrolled and pursuing a degree at an accredited post-secondary institution outside the United States and participating in an internship program in the United States that will fulfill the educational objectives for his/ her current degree program at his/her home institution.

Step One: Preliminary Steps in Preparing to Receive an Intern

1. Department will contact OISS to inform them they are interested in an intern
2. Department will appoint WSU professor to be the primary supervisor for the Intern
3. The department will obtain all the necessary information regarding the recruitment of an Intern

Step Two: Preparation of Documents to Submit DS-2019 Request to OISS

1. The WSU professor will ascertain that the internship is a requirement towards a degree in the home institution and evidence will be obtained by reviewing the curriculum.
 - a) Obtain evidence from the foreign institution that the student is currently enrolled and pursuing a degree in the home institution (see attached letter)
 - b) Obtain proof that the internship is a requirement at their home institution
 - c) If the internship requires employment, the home institution will issue written authorization for employment at WSU (see attached letter)
2. WSU professor will conduct an interview with the candidate to evaluate the English language proficiency and conduct a personal (or telephone) interview of the Intern. In most cases, this interview must be conducted by the WSU professor. U.S. law requires a personal interview with the prospective Intern to discuss the internship and evaluate the Intern's background and knowledge.
 - a) This interview will normally be conducted by the WSU professor, and may be in person, by video or web camera, or by telephone. (An E-mail "interview" is not sufficient). WSU Host Professor will complete and sign the English Language Proficiency Form.
 - b) In some cases, this interview may be conducted by a representative of the intern's current academic institution. In this case, there must be a written contract or agreement between WSU and the intern's home institution. A copy of this written agreement must be attached to the Interview Report Form. The Interns' English language Instructor at his/her home institution or at an English Language School.
 - c) The Intern may send a copy of a TOEFL score meeting the requirement of the WSU Admissions Office.
3. The department will provide an invitation letter for the internship, if employment is involved an appropriate offer letter will be provided.
4. WSU professor will complete the DS-7002 Training/Internship Placement Plan Form Pages 1 and 2 of this form must be completed by the host professor, after discussing the internship plans with the prospective intern. After both pages are completed, the form must be signed by the host professor* (in the line marked "Supervisor's Signature") and by the intern (on the line marked "Trainee/Intern Signature"). A fillable version of this form is available at: <https://j1visa.state.gov/ds-7002/>

Specific Instructions:

- Check “Intern” (not Trainee).
 - If the U.S. residential address and telephone are not yet known, give the department address and phone.
 - Since the internship will be conducted by WSU, for “Host Organization” write “Wayne State University, Department of _____.”
 - On Pages 1 and 2, do not complete the sections marked “Sponsor’s Signature” or “Program Sponsor Name.”
 - Complete all other questions on Page 2 in detail. This is the statement of learning objectives and activities for the internship and is extremely important. If there is more than one “phase” to the internship, a separate Page 2 must be completed for each phase. If the same activity will last for the whole internship, start and end dates for the “phase” will be the start and end date of the internship.
5. Both Pages 1 and 2 should be completed and sent to the Intern BEFORE she/he signs. The form (without, and then with) the Intern’s signature can be faxed or scanned, instead of mailed, to save time
 6. Department will complete Part A of the DS-2019 Request Form
 7. Department will obtain part b of the DS-2019 request from the intern along with copy of the passport, proof of financial documents and documents of dependents, if applicable
 8. Department will process an IRB for \$225.00
 9. Department will submit all of the above documents for the DS-2019 request to OISS:

Step Three: Department Responsibility after DS-2019 is processed

1. Department will pick-up from OISS the DS-2019 form and instructions to mail to the intern
2. The department is responsible to notify OISS of a delay in the arrival of the intern
3. Department will submit the midpoint and final internship evaluation forms to OISS

J-1 INTERN: APPLICATION CHECKLIST

Last Name:

First & Middle Name:

Please be sure to include the following items when submitting your application:

- An IRB for \$225 made payable to OISS
- OISS DS-2019 Request Forms
- DS-7002 completed by host professor
- Copy of Offer of Employment letter from Wayne State
- Copy of Invitation letter form department
- Copy of completed "Responsibilities of a J-1 Intern Sponsoring Department/Professor" form
- Proof of English proficiency
- Copy of passport
- Letter from home institution verifying their academic standing
- Proof of current enrollment at home institution
- Transcripts
- Authorization for employment from home institution
- Financial documents, if funding is not Wayne State provided
- Documentation (passport, birth certificate, marriage certificate, etc.) for any accompanying dependents.
- Completed mid-term and final evaluation (as applicable)

Please allow 10 business days for processing

In certain cases, such as transfer, amendment, etc., we will require more documentation / information. Please note that it could take more than 10 days for processing as coordination with another J-1 sponsor might be needed.

J-1 INTERN: APPLICATION FOR DS-2019

SECTION A: TO BE COMPLETED BY THE WSU HOST DEPARTMENT / PROFESSOR OF THE INTERN		
Last Name:		First & Middle Name:
Date of Birth:		Banner ID:
HOST DEPARTMENT INFORMATION		
Department Name:		
Address:		
Contact Name:		
Email:	Phone:	Fax:
PURPOSE OF THE FORM <i>(CHECK ALL THAT APPLY)</i>		
<input type="checkbox"/> Initial DS-2019 <ul style="list-style-type: none"> • Does the Intern have adequate English skills to complete the program? • Date of interview to assess English language skills: • If yes, please provide the address: <input type="checkbox"/> The applicant is overseas and will be applying for a U.S. visa abroad <input type="checkbox"/> The applicant is in the U.S. in another immigration category and will apply for change of status <input type="checkbox"/> The applicant is currently in J-1 status at another U.S. institution and will transfer to WSU <input type="checkbox"/> The applicant is currently with another WSU department and wishes to transfer to our department <input type="checkbox"/> Extension of current appointment without change <input type="checkbox"/> Facilitate entry of spouse and/or children to the U.S. <input type="checkbox"/> Replacement Form DS-2019 <input type="checkbox"/> J-1 Internship <input type="checkbox"/> Other:		
WSU POSITION INFORMATION		
Position Title:		
Start Date:	End Date:	Hours Per Week:
Site of Activity (address where internship will take place):		
If any of the program will take place outside of the WSU campus please list the address(es):		

FUNDING INFORMATION

During the period of appointment, financial support for this visitor will be provided by one or more of the entities listed below. *Written evidence, such as a letter of offer, a letter from an appropriate government agency, a bank certificate, etc., is required.*

Note: Government funds made available for a specific research goal or to the principal research investigator and not for the use of supporting an exchange visitor or exchange program, should be designated as funds from Wayne State University.

Funding Source	Amount
Wayne State University	
US Government Agency(ies) Please Specify:	
Intern's Home Government Please Specify:	
International Organization(s) Please Specify	
Other Organization(s) Please Specify:	
Personal Funds	
Total Funds	

ATTESTATION BY THE HOST DEPARTMENT / PROFESSOR / SUPERVISOR

I understand that the J-1 exchange visitor category was developed to implement the Mutual Educational and Cultural Exchange Act (Fulbright-Hayes Act) of 1961. The purpose of that act, which is also the objective of the Exchange Visitor category, is to "increase mutual understanding between people of the U.S. and the people of other countries by means of educational and cultural exchanges." I attest that this prospective intern's visit is within the J-1 program objective, and that I am not utilizing the J-1 category for employment purposes.

Name:	
Title:	
Signature:	Date:

SECTION B: TO BE COMPLETED BY THE INTERN

Last Name:		First & Middle Name:	
Date of Birth:	Place of Birth:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Country of Citizenship:		Country of Permanent Residence:	
Have you previously attended WSU? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, as a: <input type="checkbox"/> Student <input type="checkbox"/> Scholar			
Have you previously visited the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain (attach separate page if needed):			
Have you applied for a waiver of the Two Year Home Country Physical Presence requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain (attach separate page if needed):			
EDUCATION INFORMATION			
Level of Degree:		Number of Years Completed:	
Field of Study:		Name of Institution:	
ADDRESS AND CONTACT INFORMATION			
Home Country Address (DO NOT list a work address. DO NOT list a P.O. Box)			
Street: _____			
City: _____		State/Province: _____	
Postal Code: _____		Country: _____	
U.S. Address (DO NOT list a P.O. Box)			
Street: _____			
City: _____		State/Province: _____	
Postal Code: _____		Country: _____	
Phone Number:		Email Address:	
CURRENT IMMIGRATION STATUS – IF ALREADY IN THE U.S.			
If already in the U.S. please attach copies of your CURRENT immigration documents, such as I-20, DS-2019, I-94, I-797 Notice, etc.			
Date Entered the U.S.:	I-94 Number:	SEVIS ID:	

DEPENDENT INFORMATION			
Only complete this session if requesting a J-2 DS-2019. Only spouses and unmarried children younger than 21 are eligible. Enter information as it appears on the passport and attach additional pages if necessary.			
1.	Family/Last Name(s):		
Given/First Name(s):		Middle Name(s):	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Relationship: <input type="checkbox"/> Spouse <input type="checkbox"/> Child		Date of Birth:
Place of Birth:	Country of Citizenship:	Country of Legal Permanent Residence:	
International Phone Number:		Email Address:	
2.	Family/Last Name(s):		
Given/First Name(s):		Middle Name(s):	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Relationship: <input type="checkbox"/> Spouse <input type="checkbox"/> Child		Date of Birth:
Place of Birth:	Country of Citizenship:	Country of Legal Permanent Residence:	
International Phone Number:		Email Address:	
INSURANCE STATEMENT			
I understand that, per the requirement from the U.S. Department of State (DOS), during my period of appointment at Wayne State University (WSU) as a J-1 Exchange Visitor, I must comply with the DOS regulations which require that I purchase health insurance for myself and my accompanying J-2 dependents (spouse and children), if applicable, throughout the duration of my/our visit in the U.S.			
I understand that failure to comply with this requirement will result in termination from the Exchange Visitor Program at WSU.			
Signature:			Date:

MAIL OR SEND THIS SHEET AS AN EMAIL ATTACHMENT TO YOUR HOST DEPARTMENT AT WAYNE STATE UNIVERSITY. BE SURE TO INCLUDE A COPY OF YOUR PASSPORT, RESUME PROVING ATTAINMENT OF A BACHELOR'S DEGREE OR HIGHER IN A RELATED FIELD, I-94 CARD (IF ALREADY IN THE U.S.), DS-2019/IAP-665 (IF HAVE ANY) AND VERIFICATION OF FINANCIAL SUPPORT (IF NOT FUNDED BY WAYNE STATE UNIVERSITY).

J-1 INTERN: RESPONSIBILITIES OF SPONSORING DEPARTMENT / PROFESSOR

Sponsor Name:	Department:
Intern Name:	

Department Responsibilities

The sponsoring department is responsible to provide cultural and professional exchange opportunities for the visiting Intern.

English Language Skills

Sponsors must ensure that interns have verifiable English language skills sufficient to function on a day-to-day basis in their internship environment. English language proficiency must be verified by through an interview conducted by the sponsoring department.

The department contact should check the following boxes:

- I confirm that the internship program will engage the student intern for a minimum of 32 hours per week.
- I confirm that the internship program will require no more than 20% clerical duties.
- The host department has confirmed the prospective intern’s English proficiency through the following means (check the appropriate circle):
 - We have conducted a telephone or in-person interview in English and have determined that the intern is adequately proficient in the English language.
 - The intern has taken a recognized English test and meets the minimum standard for WSU provisional admission.
 - The intern has undertaken and passed an English language curriculum. (Letter from academic institution or English language school must accompany this application.)
 -

Training/Internship Placement Plan

(T/IPP or Form DS-7002) must be completed and signed by ISFS, Sponsoring Department and the potential intern before the intern may apply for a visa. *Note: Intern’s program must be **full-time** (minimum of 32 hours per week).

Mandatory Visa Check-In

DOS requires that all J-1 visitors check in with ISFS within 30 days of their program start date. If the Intern does not check in within this time, DOS will terminate the Intern’s status and the Intern will not be eligible to engage in his/her program at OSU or to legally remain in the US. **If the Intern will be unable to check in with ISFS within 30 days of their start date the department agrees to notify ISFS to protect the visa status of incoming intern.**

Employment Restrictions

DOS approves the J-1 Exchange Program for the specific department, Training/Internship Program Plan, and dates listed on the initial J-1 Intern application. The Intern is NOT authorized to change programs without authorization from ISFS; this restriction includes interning in a different department within OSU or changing internship duties. If there is a change in the training plan for the Trainee Intern, the department should notify ISFS immediately.

Evaluations

All evaluations must be completed prior to the conclusion of the internship program. Programs exceeding 6 months in duration require midpoint and concluding evaluations. Programs of six months or less require concluding evaluations only. Sponsoring professors must be current on evaluations for all interns under their sponsorship to have J-1 applications processed for a new intern.

Extensions of the Program

Extensions are not possible beyond the 12 month maximum program participation set by the Department of State. If an extension request is made on behalf of the Intern, a completed Intern Evaluation must be submitted with the request for program extension along with a new T/IPP form.

Notice of Departure

Sponsoring professors and Interns are responsible to notify ISFS of the Intern's departure at the completion of the program. If the Intern's program is not properly closed with immigration it could lead to complications for the Intern in future visits to the United States.

I hereby certify that I have read the "J-1 Intern: Responsibilities of Sponsoring Department/Professor" and agree to fulfill all requirements.

Signature: _____ Date: _____

J-1 INTERN: HOME INSTITUTION CERTIFICATION

The intern's home institution is required to make certain official certifications. The letter must be signed by the student's dean or academic advisor at the home institution. A copy of the letter must accompany this application.

The following text must be reproduced on the home institution's letterhead with the relevant information filled in.

US Department of State
Consular Office

Regarding: J-1 Student Intern Applicant _____ [first name, last name, date of birth] _____.

Degree: _____ Major: _____

Dear Sir or Madam:

Our institution facilitates a curriculum at the post-secondary level and is accredited by _____ [accrediting body] _____.

I certify that the above-named student is currently in good academic standing with our institution. It is my understanding that after completing the student internship program at Wayne State University, s/he intends to return to our institution to complete his/her degree program.

I further certify that the student internship program at Wayne State University will fulfill the educational objectives for the student's current degree program at our institution.

[Include the following only if employment is part of the proposed internship]

I approve of the student's employment during the course of the internship program.

Sincerely,

[Dean or Academic Advisor]

[Address]

[Email address]

[Phone]

J-1 INTERN: ENGLISH PROFICIENCY FORM

If the required interview was conducted in English by the WSU host professor, this form can be filled out by the same person (section 1). Otherwise, the English Proficiency Form may be completed by an English Instructor at an academic Institution or an English Language School (Section 2). A third option is to attach a copy of a TOEFL score which would satisfy WSU undergraduate admission requirements.

Name of Intern _____

English proficiency is documented by the following (check at least one)

- Section 1 is completed and signed by WSU host professor after completing interview in English
- Section 2 is completed and signed by an English teacher
- TOEFL score is attached

SECTION 1: CERTIFICATION BY WSU PROFESSOR		
I certify that I conducted an interview, in English, with this prospective intern on _____.		
I feel that his/her English is adequate for the proposed internship.		
Name:	Email Address:	
Signature:		Date:

SECTION 2: CERTIFICATION BY ENGLISH TEACHER		
I am/was the English teacher of the above named student/intern from _____ to _____ .		
I feel that he/she can speak and understand English well enough to function on a day-to-day basis in an English-speaking work environment.		
Name:	Email Address:	
Title:	Institution Name:	
Signature:		Date:

J-1 INTERN: EVALUATION FORM

Name of Intern:
Review Type: <input type="checkbox"/> Mid-Point <input type="checkbox"/> Final
Date of Review:

How well do you feel the intern is accomplishing the overall goals for the training program at this point in his/her training? (Rating Scale: 5 = Excellent; 1 = Poor; Circle the number that best describes your opinion of their performance.)						
1. An understanding of the process for conducting research as outlined in his/her training program.	5	4	3	2	1	NA
2. An understanding of the safety and ethical issues in conducting research.	5	4	3	2	1	NA
3. Practical experience in conducting research.	5	4	3	2	1	NA
4. Experience in the work environment of an academic research institution in the U.S.	5	4	3	2	1	NA
5. How well is the intern acquiring the knowledge required for his/her training program?	5	4	3	2	1	NA
6. How well is the intern developing the skills required for his/her training program?	5	4	3	2	1	NA
7. How dependable is the intern in accomplishing tasks, being on time for work, etc.?	5	4	3	2	1	NA
8. How is the intern's attitude toward his/her work?	5	4	3	2	1	NA
9. How is the intern's English proficiency?	5	4	3	2	1	NA

Comments:

Intern Name:	
Signature:	Date:

Supervisor Name:	
Signature:	Date: