



The University of Oklahoma
Office of International Student Services

J-1 Student Intern – Host Department Attestation

J-1 Student Interns on University of Oklahoma visa documents must engage in an internship at OU with an OU faculty or staff member serving as the Internship Supervisor. Each Host Department must comply with federal regulations governing the J-1 Student Intern Program.

I have read, understood, and will comply with the regulations governing the J-1 Student Intern Program.

- The Host Department understands that the J-1 Student Intern status is of a temporary nature and is to be used to assist the Student Intern in achieving the educational objectives of the internship. The Student Intern will not displace American workers, serve to fill a labor need or consist of unskilled/casual labor, child care or clinical work involving patient care.
- The Host Department understands that a J-1 student intern is prohibited from performing research for a faculty's personal business entity without prior approval from the Office of Legal Counsel (OLC). Also, J-1 student interns are prohibited from conducting research at locations outside of University campuses, including, but not limited to, OUHSC, OU-Norman, and OU-Tulsa, without prior approval from the OLC.
- The Host Department verifies that the Student Intern has sufficient English proficiency to engage in the internship and function on a day-to-day basis.
- The internship will be full-time (at least 32 hours per week) and consist of no more than twenty percent (20%) clerical work.
- The Host Department will complete a final evaluation after the internship. A mid-point evaluation is required if the internship will extend beyond six (6) months. The evaluation must be signed by the faculty/staff supervisor and Student Intern and be submitted to ISS prior to the Student Intern's departure from the U.S.
- The student internship will expose participants to American techniques, methodologies, and technology to expand upon the Student Intern's existing knowledge and skills.
- The Host Department has obtained verification that the internship fulfills the educational objectives for the Student Intern's current degree program at his/her home institution and the Host Department has approval from the student's home institution dean, academic advisor, or equivalent for OU to pay the Student Intern (if applicable).

This form was developed by the office of International Student Services in the College of International Studies.

Phone: (405) 325-3337 ♦ Fax: (405) 325-0197 ♦ Website: www.ou.edu/cis/iss

- The Host Department will promptly notify the Office of International Student Services of delayed arrivals, extension requests, terminations, and departures of Student Interns. A Student Intern may NOT change departments, site of activity or engage in any incidental employment without first obtaining the approval of Office of International Student Services.
- The Host Department will provide sufficient resources and personnel to host the Student Intern. Continuous on-site supervision and mentoring of the Student Intern will be provided by experienced and knowledgeable staff, and the Student Intern will acquire skills, knowledge, competencies through the structured and guided activities listed in the T/IPP.
- The Host Department will notify the Office of International Student Services in the event of an emergency involving a Student Intern, as well as any information that is received about the Student Intern that might represent a possible threat to their safety, security, welfare, or general well-being.

On behalf of the Host Department, I agree to the above terms and conditions.

OU Department/College

Internship Supervisor

Signature

Date

Chair of Department/College **OR**
Dean of Department/College

Signature

Date