



J-1 Student Intern Program: Description and Administration

This category allows international students currently enrolled and pursuing a degree at a postsecondary academic institution outside the U.S. to participate in student internship programs for up to 12 months (limited to just 12 months of internship per degree level). Departments which host J-1 Interns are responsible for developing an internship plan, evaluating intern participation, and supporting the intern through faculty mentorship and other assistance, such as locating suitable accommodations. International Student & Scholar Services, designated by the University and the Department of State as administrators of the University's J-1 program, will assist departments and interns in producing the immigration paperwork (form DS-2019) required for the intern's visa, admittance to the U.S., and maintenance of valid immigration status.

J-1 Student Intern Program Requirements and Prohibitions

The Department of State has established the following requirements for participation in the J-1 Intern program:

- The internship must consist of a minimum of 32 hours per week of internship activity, no more than 20 percent of which consists of clerical work.
- The internship must fulfill the educational objectives for the intern's current degree program at his/her home institution. It must expose the participant to U.S. techniques, methodologies, and technology; and it must expand upon the intern's existing knowledge and skills, not duplicate the student intern's prior experience.
- A student intern may be paid or unpaid. To be employed, however, the student intern must receive approval from his/her home institution's dean or academic advisor.
- The internship must not place the intern in any position that involves any of the following: unskilled or casual labor; child care or elder care; aviation; clinical positions or any other kind of work involving patient care or contact, including 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); or any "position, occupation, or business that could bring the Exchange Visitor Program or the Department [of State] into notoriety or disrepute." [22 CFR § 62.23(i)(7)(iii)]
- The internship cannot serve to fill a labor need. It must exist solely to assist the student intern in achieving the objectives of his or her participation in a student internship program. The internship must consist of work-based learning, rather than ordinary employment or unskilled labor.
- The internship cannot displace American workers, whether full- or part-time, temporary or permanent.
- 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.

Financial Support Required

Host departments must verify that the student intern and any accompanying dependents will have sufficient funding for the entire length of stay. The minimum amount of financial support for an intern is \$1500 per month, plus \$500 per month for each accompanying J-2 dependent spouse or child. The internship may be paid or unpaid. If the department will pay the intern a salary or stipend, then the amount of financial support should be noted in the letter of invitation. If the internship will be unpaid, then the intern must submit a bank statement or a sponsor letter.

Estimated Costs of Living Expenses (Based on Living Expenses for one person)*		
Expense	MONTHLY	ANNUAL TOTAL
Housing (1 room in shared apartment)	\$800 - \$1000	\$9600 - \$12,000
Utilities (Electricity, Water, Sewer, Garbage)	\$150 - \$250	\$1800 - \$3000
Cell Phone	\$30 - \$100	\$360 - \$720
Groceries	\$300 - \$400	\$3600 - \$4800
Health Insurance	\$100 - \$200	\$1200 - \$2400
Personal Expenses	\$120 - \$200	\$1440 - \$2400
TOTAL	\$1500 - \$2150	\$18,000 - \$25,800

SEVIS Fee and Visa Fees

Prospective J-1 interns are required to pay certain fees, described below, in order to obtain their J-1 visas* and enter the United States. Either the intern or the department may pay these fees.

SEVIS Fee: The U.S. Department of Homeland Security charges all new J-1 interns a \$180 fee to cover the costs of the Student and Exchange Visitor Information System (SEVIS), a central database that manages information related to visitors' immigration status while in the United States. The International Student & Scholar Services, when sending the DS-2019 form, will provide prospective J-1 visitors with instructions on how to pay the SEVIS fee.

Visa Fees: In addition to the SEVIS fee, the prospective intern must pay certain visa fees. Please see the Department of State web site for more information on fee amounts: <https://travel.state.gov/content/travel/en/us-visas/Visa-Reciprocity-and-Civil-Documents-by-Country.html>. In addition, if the visa is issued, the intern may have to pay a further visa issuance reciprocity fee, if applicable. Prospective interns can consult the following web site to determine if they must pay a visa issuance reciprocity fee and the fee amount: <https://travel.state.gov/content/travel/en/us-visas/Visa-Reciprocity-and-Civil-Documents-by-Country.html>. Interns should consult the web site of the particular embassy or consulate where they plan to apply for their J-1 visa for information on how to pay their visa fees: <http://www.usembassy.gov/>.

Health/Medical Insurance Requirement

Based on new federal regulations that went into effect in May 2015, J-1 Student Interns must maintain the following minimum level of health insurance for themselves and any J-2 dependents for the duration of their stay in the United States:

1. Medical benefits of at least \$100,000 per accident or illness;
2. Repatriation of remains in the amount of \$25,000;
3. Coverage for medical evacuation of the exchange visitor to his/her home country in the amount of \$50,000;
4. A deductible which does not exceed \$500 per accident or illness; and
5. Exchange visitors may also be subject to the requirements of the Affordable Care Act.

Interns must provide proof of health insurance for themselves and any family members when they first arrive and report to International Student & Scholar Services, and again if they later apply for an extension of their J-1 status. The interns may purchase any plan that provides the minimum level of coverage listed above.

Mandatory Evaluation of J-1 Interns

Department of State regulations require that an evaluation be completed for each J-1 Student Intern at the end of his/her internship. Those internships which last longer than 6 months also require at least one additional mid-program evaluation, to be undertaken at the mid-point of the program. (The J-1 Student Intern Evaluation Form is on page 8 of this packet).

* Please note: Canadian citizens must pay the SEVIS fee, but are not required to obtain a J-1 entry visa.

APPLICATION STEPS

Step 1: Instructions for the Student Intern Applicant

The J-1 Student Intern Applicant should complete Sections 1, 2, and 3 of the Application for J-1 Student Intern and sign the statement at the end of Section 3. Once the J-1 Student Intern Applicant has completed Sections 1, 2 and 3, he/she should submit the form and supporting documents directly to The University of Alabama department which will host him/her.

In addition to Sections 1, 2, and 3 of this form, the J-1 Student Intern Applicant should submit the following materials to his/her host department:

- A copy/scan of the J-1 Student Intern Applicant's main passport information page.
- Proof of English Language Proficiency:
 - A letter from an English instructor at the intern's institution or an English language school verifying the intern has language skills to "function on a day-to-day basis in the internship environment."
 - Alternatively, the intern can provide evidence of passing a recognized language test.
 - **TOEFL iBT** –Minimum Score 79
 - **TOEFL Paper-Based Institutional Exam** – Minimum Score 550
 - **TOEFL Essentials** – Minimum Score 8.5
 - **IELTS** – Minimum Score 6.0
 - **Duolingo Test of English** –Minimum Score 110
 - **PTE** –Minimum Score 59
 - **Cambridge English Test** –B2 First Certificate
 - **TOEIC** – Minimum Score 400
- If the intern will be paid by The University of Alabama, then the intern must submit a letter from the dean or academic advisor from his/her home institution which authorizes the employment.
- If the intern will not be paid by The University of Alabama, the J-1 Student Intern Applicant must submit proof of adequate financial support and provide copies to ISSS. The amount should be at least \$1500/month for the J-1 Student Intern Applicant and \$500/month for each for a dependent J-2 spouse or child(ren).

Step 2: Instructions for the Department

After receiving all documents from the J-1 Applicant, the department should complete Section 4 on pages 6 & 7 and submit the entire Application for J-1 Student Intern (Sections 1, 2, 3, and 4) along with any accompanying financial documentation and passport copies to International Student & Scholar Services.

In addition to this form, departments are required to provide an invitation letter on department letterhead, inviting the J-1 Student Intern to come to UA as visiting student intern.

Please submit all of the requested information. International Student & Scholar Services must have these materials in order to process your request for your prospective intern's immigration documents.

Besides this request to host a student intern, departments must complete the [Visiting Scholar Form](#) and a "New Faculty/Staff Setup" Form – http://payroll.ua.edu/forms_guides.html#newsetup and submit both to Karla Nicholson, knichols@ua.edu, in Academic Affairs for Approval and Processing.

Step 3: International Student & Scholar Services

After receiving all documents from the J-1 Applicant and Department as well as the supporting documents, International Student & Scholar Services will process the DS-2019 Forms for the J-1 Student Intern and for all J-2 Dependents in the Student and Exchange Visitor Information System Database (SEVIS).

Along with the DS-2019(s), International Student & Scholar Services will prepare a packet for the J-1 Student Intern Applicant which will include an invitation letter and information about: the J-1 Exchange Visitor Program, paying the SEVIS fee, obtaining the J-1 Visa, travel to the United States, and general information about The University of Alabama and Tuscaloosa, Alabama.

Processing Time - Plan 2 Months in Advance

After submission of the complete J-1 Student Intern Application, please allow at least 1 week for International Student & Scholar Services to process and prepare all supporting J-1 Visa documents.

Overall processing time for the student intern to obtain a J-1 visa and arrive in the US is a minimum of at least 8 weeks (more if there are delays due to Technology Alert List or background checks).



Capstone International Center

International Student & Scholar Services

105 B.B. Comer Hall | Box 870254 | Tuscaloosa, AL 35487-0254 | TEL: 205-348-5402
INTERNATIONAL@UA.EDU | [HTTP://INTERNATIONAL.UA.EDU/ISSS/](http://INTERNATIONAL.UA.EDU/ISSS/)

J-1 Student Intern Packet

Sections 1 - 3

SECTIONS 1, 2, & 3 TO BE COMPLETED BY J-1 STUDENT INTERN APPLICANT AND SUBMITTED TO HOST DEPARTMENT WITH REQUIRED DOCUMENTATION. BE SURE TO TYPE OR PRINT CLEARLY.

SECTION 1: J-1 STUDENT INTERN DEMOGRAPHIC INFORMATION

NAME AND RESIDENCE INFORMATION:

Full Name (as in passport): _____
 _____ Family/ Last Name (Surname) _____ Given Name (First)
 Date of Birth (month/ day/ year): _____ Gender : ☐ male ☐ female ☐ other
 City of Birth: _____ Country of Birth: _____
 Country of Citizenship: _____ Country of Legal Permanent Residence: _____

EDUCATION INFORMATION

Are you currently enrolled as a student at a university or college outside of the United States?: ☐ Yes or ☐ No
 Which degree are you currently pursuing?: ☐ Bachelor's; ☐ Master's Degree; ☐ Doctoral Degree; ☐ Other: _____
 What is your academic field of study?: _____
 What is your expected graduation date?: _____
 What is the name and location of your institution?: _____

CONTACT INFORMATION:

Permanent Address in Home Country:	Shipping Address:
Address: _____	Street: _____
_____	_____
City: _____ Postal Code: _____	City: _____ Postal Code: _____
Province/State: _____ Country: _____	Province/State: _____ Country: _____
Phone Number: _____	E-Mail Address: _____

VISA HISTORY (COMPLETE IF CURRENTLY IN U.S. ON ANY VISA OR PREVIOUSLY IN U.S. ON J VISA):

Current Immigration Status: _____ Expiration Date of Current Status (Month/ Day/ Year): _____
 Document which validates your visa status (Please Include Copy): ☐ I-797 Approval, ☐ DS-2019, ☐ I-20, ☐ I-94
 If on a J-1 VISA now or in the last 36 months, please indicate your category (Please Include Copies of Previous DS-2019s):
 ► ☐ Professor, ☐ Research Scholar, ☐ Short-term Scholar, ☐ Student/Intern, ☐ Specialist, ☐ Other
 Start date of J-1 Status (Month/ Day/ Year): _____ through (Month/ Day/ Year): _____
 Program Sponsor (name/program number found on line 2 of DS-2019): _____

TRAVEL PLANS PRIOR TO START OF J-1 WITH UA:

Do you plan to travel in the US before or after your UA program, or will you be coming to the US for an additional purpose or program? If so, please briefly describe your plans in the space to the right. Depending on your plans, you may require additional immigration documentation or advice.

SECTION 2: DEPENDENT FAMILY INFORMATION (FOR SPOUSE AND CHILDREN'S J-2 DS-2019)

IF YOU REQUIRE DOCUMENTS FOR YOUR SPOUSE OR DEPENDENT CHILDREN, PLEASE COMPLETE THIS SECTION.
FAMILY FINANCIAL SUPPORT: A J-1 must show financial support of \$6000 per year (\$500/ month) above the minimum of \$18,000 per year (\$1500/ month) for each J-2 dependent coming to the U.S. - spouse and child(ren).

IMPORTANT NOTE: DS-2019 documents can be issued only to dependent spouses and to unmarried, dependent children under 21. Married children and children over 21 years old cannot be issued a DS-2019 and cannot hold J-2 status.

Spouse's Info	Full Name (required): _____ Family/Last Name (Surname) Given Name
	Place of Birth (required): _____ : _____ : _____ City Province/ Territory Country
	Citizenship & Residence (required): _____ : _____ Country of Citizenship Country of Permanent Residence
	Date of Birth: (month/day/year): _____ Spouse's Gender : <input type="checkbox"/> male <input type="checkbox"/> female <input type="checkbox"/> other
	Spouse's E-Mail Address: _____

Child's Info	Full Name (required): _____ Family/Last Name (Surname) Given Name
	Place of Birth (required): _____ : _____ : _____ City Province/ Territory Country
	Citizenship & Residence (required): _____ : _____ Country of Citizenship Country of Permanent Residence
	Date of Birth: (month/day/year): _____ Child's Gender : <input type="checkbox"/> male <input type="checkbox"/> female <input type="checkbox"/> other

For additional children, please copy this section and submit as a separate page with the above requested information.

SECTION 3: FINANCIAL INFORMATION

If self-funded or externally funded, the minimum funding requirement for a student intern is \$1500 per month (\$18,000 per year) and \$500 per month (\$6000 per year) for each accompanying dependent. Funding must be arranged prior to issuance of a DS-2019 form. No additional funding from The University of Alabama should be expected after arrival.

If funds are from an organization, grant, or government support, please attach a signed copy of any letters of award or sponsorship. If on personal funds, please attach a bank statement not more than 6 months old. **Proof of funding must accompany this form.**

SOURCES OF FUNDS	NAME OF SOURCE OF FUNDING	ASSURED SUPPORT (IN \$USD)
1. The University of Alabama		\$
2. International Organization		\$
3. Scholar's Government		\$
4. Personal/Family Funds		\$
5. Other Source		\$

REQUIRED DOCUMENTATION TO BE SUBMITTED WITH THIS FORM

- ☐ Copy/Scan of Passport Identification Pages (For yourself and any accompanying dependents)
- ☐ Copy/Scan of Proof of Financial Support or Bank Statement (if not being funded by The University of Alabama) or letter from dean or academic advisor at home institution authorizing employment at The University of Alabama (if paid by UA)
- ☐ Copy/Scan of Proof of English Language Proficiency (either letter from English language instructor, English Test Score)

NOTE: If currently inside the United States, please include copy/Scan of current/ most recent Visa Stamp, I-94 Record, and current/previous DS-2019s, I-20s, I-797 Approval Notices (for yourself and any accompanying dependents).

I certify that the above information is correct and complete, and that I shall notify the University of any change in my personal information or internship plans.

Intern's Signature: _____ Date: _____ month _____ day _____ year



Capstone International Center
International Student & Scholar Services

105 B.B. Comer Hall | Box 870254 | Tuscaloosa, AL 35487-0254 | TEL: 205-348-5402
INTERNATIONAL@UA.EDU | [HTTP://INTERNATIONAL.UA.EDU/ISSS/](http://INTERNATIONAL.UA.EDU/ISSS/)

**J-1 Student
Intern Packet
Department
Section 4**

**SECTION 4: DEPARTMENTAL APPROVAL FOR J-1 STUDENT INTERN SPONSORSHIP
TO BE COMPLETED BY THE UNIVERSITY OF ALABAMA HOST DEPARTMENT**

Name of J-1 Student Intern: _____

Dates of Intended J-1 Sponsorship: _____ through _____
month day year month day year

UA Academic Department: _____

Faculty/Intern Supervisor's Name: _____

Faculty/Intern Supervisor's Title (e.g. Assoc. Professor of ____): _____

Intern Supervisor's Phone Number: _____ **Email:** _____

Administrative Contact/ Office Manager: _____

Administrative Contact Phone Number: _____ **Email:** _____

Description of Intern's role:

Goals and objectives for training:

Specific knowledge, skills, or techniques Intern will learn:

How will this be taught? Include specific tasks and activities:

How will Intern's new skills and competencies be measured?:



OVERVIEW OF EXPORT CONTROL REQUIREMENT

In support of your request for visa sponsorship, International Student & Scholar Services asks the department to complete the following questionnaire. ISSS will send this documentation to the Office for Export Controls (Collin Rich, Executive Director, 205-348-5345, collin.rich@ua.edu), who will review the form and if necessary will confer with the sponsored-individual and appropriate supervisor or administrator to determine whether a license under EAR or ITAR would be required. The license acquisition process would be initiated in parallel to visa sponsorship. Any future changes or extensions of the visa sponsorship/employment must also be reviewed for compliance. For more information about Export Control: <https://research.ua.edu/compliance/export-control/>.

EMPLOYEE/SCHOLAR AND DEPARTMENT DETAILS

Employee/Scholar's Name: _____
Employee/Scholar's Country of Citizenship: _____ Employee/Scholar's Country of Birth: _____
PI/Supervisor's Name: _____
School/Division: _____ Department: _____

EXPORT CONTROL QUESTIONS

1. Will the applicant's work involve research or activities in a scientific, engineering, technology, or medical field?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Is the nature of the applicant's work confidential/proprietary (i.e., the results of the work/research projects are not intended for teaching, publication, or to be otherwise shared broadly with the interested public and within the scientific community?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Will the applicant work on sponsored awards which include publication restrictions or personnel participation restrictions?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Do you anticipate that the applicant will have access to:	
a. any UA-owned technical data or technology that is considered proprietary or confidential to UA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
b. any third party-owned technical data or technology that is considered proprietary or confidential to the third-party owner? (This includes U.S. government furnished technical data with dissemination controls or other restrictive markings, ITAR-controlled software, and information restricted under an NDA or a sponsored award that restricts publication of results.)	<input type="checkbox"/> YES <input type="checkbox"/> NO
c. items or software specifically designed or developed for military or space applications? (see ITAR U.S. Munitions List under 22 CFR § 121).	<input type="checkbox"/> YES <input type="checkbox"/> NO
d. items or software listed in the EAR Commerce Control List ?	<input type="checkbox"/> YES <input type="checkbox"/> NO
e. software with encryption features?	<input type="checkbox"/> YES <input type="checkbox"/> NO
f. software source code which is not publicly available?	<input type="checkbox"/> YES <input type="checkbox"/> NO
g. items or information that support design, production, or use of nuclear, chemical, or biological weapons?	<input type="checkbox"/> YES <input type="checkbox"/> NO

REQUIRED SIGNATURES

We attest that the information being provided at this time is true. If it is determined that at this time no export license is require, but during the course of their employment at UA there are any changes to the Employee/Scholar's work that would require a license, we will contact the Office for Export Controls and International Student & Scholar Services.

PI/Supervisor Signature: _____ Date: _____
Chair/Director or Dean Signature: _____ Date: _____

☐ A license for Export Control is not required for this employee/scholar.
☐ A license for Export Control is required for this employee/scholar, and that process has been initiated.
Office for Export Controls: _____ Date: _____



**SECTION 6: DEPARTMENTAL APPROVAL FOR J-1 STUDENT INTERN SPONSORSHIP
TO BE COMPLETED BY THE UNIVERSITY OF ALABAMA HOST DEPARTMENT**

By signing below, we attest that we will comply with the following departmental/college responsibilities in hosting a J-1 Intern:

1. The department acknowledges and agrees to conform to the J-1 program requirements and prohibitions established by federal law 22 CFR § 62.23 (please see page 1 of this packet).
2. **The department will have the intern make an appointment to check in with International Student & Scholar Services by the first day of their appointment** so that International Student & Scholar Services can fulfill the government's reporting requirements.
3. If an extension of program is necessary, the department will provide an updated appointment letter, proof of any additional funding, and a completed J-1 Student Intern Evaluation Form **at least two weeks prior to the current program end date**.
4. If the intern does not come to The University of Alabama as expected or will be delayed in arriving, the department will inform the International Student & Scholar Services as soon as possible so that his or her documents can be updated.
5. If the intern ends his or her participation in the program more than 30 days earlier than the expected appointment date, the department will inform International Student & Scholar Services so that his or her immigration record can be updated as required by law.
6. Upon completion or termination of appointment, the department will inform International Student & Scholar Services of the intern's departure date by either email or formal letter.
7. After the completion of the internship program, the department **will provide International Student & Scholar Services with an evaluation of the intern's participation** (please see page 8 of this packet). Programs lasting more than six months must include a mid-term and final evaluation.
8. The department understands that International Student & Scholar Services does not provide assistance in making housing arrangements.

Required Signatures:

Faculty Sponsor Signature: _____ Date: _____

Dept. Chair/ Dean Signature: _____ Date: _____

SHIPPING

In order for ISSS to ship the J-1 DS-2019 form, please provide UPS account number or FOAP: _____

CWID AND SYSTEMS ACCESS

Besides this request to host a student intern, departments must complete the [Visiting Scholar Form](#) and a "New Faculty/Staff Setup" Form – http://payroll.ua.edu/forms_guides.html#newsetup and submit both to Karla Nicholson, knichols@ua.edu, in Academic Affairs for Approval and Processing.

TEMPLATE FOR INVITATION/APPOINTMENT LETTER FOR SELF-FUNDED INTERNS

[PLEASE PRINT ON DEPARTMENTAL LETTERHEAD]



TECHNOLOGY ALERT LISTS & VISA DELAYS

Student Interns who will conduct research or teach in fields (primarily sciences, engineering, and technology) that are related to the fields on the Technology Alert List (TAL) can expect lengthy delays for their visa issuance. While the current version of the Technology Alert List is not available to the public, an older version of the Technology Alert List gives a list of 15 categories that are subject to clearance, which provides helpful guidance in preparation.

It is important to note that a scholar does not have to be conducting research in a field that is on this list to be subject to TAL clearance. If the Consular Officer feels that the field of research or teaching is possibly related to one of the 15 fields below, the scholar will have to provide additional information to obtain TAL clearance prior to issuance of a visa. It is important that departments in the science, engineering, and technology fields help their student interns by providing an additional support letter to clarify what the intern's research area is and whether or not it relates to any of the fields on the TAL list below. A sample TAL support letter is provided on the following page.

TECHNOLOGY ALERT LIST FIELDS (FROM DOS cable 2002 State 147566 - October 18, 2002)

- A. Conventional Munitions** – including weaponry, countermeasures systems, and detection
- B. Nuclear Technology** – including peaceful and military applications and theoretical usage
- C. Rocket Systems** – including ballistic missile systems, space launch vehicles, and sounding rockets
- D. Rocket System and Unmanned Air Vehicle (UAV) Subsystems** – propulsion technologies, aerospace thermal and high-performance structures, superalloys
- E. Navigation, Avionics and Flight Control Useable In Rocket Systems and Unmanned Air Vehicles (UAV)** – internal navigation systems, tracking and homing devices, accelerometers, gyroscopes, flight control systems, GPS
- F. Chemical, Biotechnology and Biomedical Engineering** – including many dual-use technology in areas such as: aerobiology, biochemistry, pharmacology, immunology, virology, bacteriology, mycology, microbiology, pathology, toxicology, genetic engineering, pathogenecity research, organo-phosphate chemistry, neurochemistry, chemical engineering, neurology, immunology, etc.
- G. Remote Sensing, Imaging and Reconnaissance** – including work with satellite and aircraft remote sensing equipment that can be used for civilian imagery projects or for military/intelligence reconnaissance activities
- H. Advanced Computer/Microelectronic Technology** – including supercomputing, data fusion, acoustic wave devices, hybrid computing, superconductivity, etc.
- I. Materials Technology** – work with metallic, ceramic, composite, and synthetic materials
- J. Information Security** – technology related to cryptography and cryptographic systems
- K. Laser and Directed Energy Systems Technology** – lasers, optical tracking, directed and kinetic energy technology
- L. Sensors and Sensor Technology** – marine acoustics, optical sensors, magnetometers, image intensification devices
- M. Marine Technology** – tech associated with submarines, propulsion systems, navigation, and quieting systems
- N. Robotics** – tech associated with AI, automation, computer-controlled machine tools, pattern recognition tech
- O. Urban Planning** – architecture, civil engineering, community development, environmental planning, geography, housing, landscape architecture, land use and comprehensive planning, urban design

TECHNOLOGY ALERT LIST LETTER
FOR STUDENTS IN SCIENCE, ENGINEERING OR TECH FIELDS
[PLEASE PRINT ON DEPARTMENTAL LETTERHEAD]



Capstone International Center

International Student & Scholar Services

105 B.B. Comer Hall | Box 870254 | Tuscaloosa, AL 35487-0254 | TEL: 205-348-5402
INTERNATIONAL@UA.EDU | [HTTP://INTERNATIONAL.UA.EDU/ISSS/](http://INTERNATIONAL.UA.EDU/ISSS/)

J-1 Student Intern Evaluation Form

In accordance with US Department of State Regulations, the hosting professor of a University of Alabama J-1 Student Intern must provide an evaluation of the Intern's progress and performance. J-1 Student Intern Evaluations must be completed at the end of the internship, and those internships which last longer than 6 months also require at least one additional mid-program evaluation (to be undertaken at the mid-point of the program). The sponsoring department must retain J-1 Student Intern evaluations for at least 3 years following the completion of each intern's program. A copy of each evaluation must be submitted to International Student & Scholar Services (either electronic or hard copy).

To process an extension of an internship, a completed intern evaluation must be submitted with the request for program extension. Extensions will not be granted to interns whose program evaluations have not been submitted. ISSS will not process any requests for new J-1 Student Interns for professors who have not submitted evaluations for interns under their current or past supervision.

Instructions: The professor/supervisor should complete Section 1 and the J-1 student intern should complete Section 2 of the form below; evaluation forms must be signed both by the professor/supervisor and the J-1 Student Intern. Please return to ISSS, international@ua.edu.

SECTION 1: TO BE COMPLETED BY THE HOST PROFESSOR

Intern's Name: _____

Professor's Name: _____

Professor's Title: _____ Academic Department: _____

Type of Evaluation (Check one): ☐ Mid-Program Evaluation ☐ End-of-Program Evaluation

1. Please evaluate intern's performance on tasks outlined in Training Plan: ☐ Excellent ☐ Above Average ☐ Average ☐ Below Average

Comments: _____

2. Were there any problem areas that should be addressed to improve the experience of future interns? ☐ Yes ☐ No

If yes, please comment: _____

3. How would you rate the overall training program and its benefits? : ☐ Excellent ☐ Above Average ☐ Average ☐ Below Average

Comments: _____

Professor's Signature: _____ Date: _____

SECTION 2: TO BE COMPLETED BY J-1 STUDENT INTERN

Name: _____ Email Address: _____

1. How would you rate the overall training program and its benefits to you? ☐ Excellent ☐ Above Average ☐ Average ☐ Below Average

Comments: _____

2. How will this internship experience be of value to your academic program in your home country upon your return?

3. Other comments: _____

I hereby certify that I have read Section 1 of the Student Intern Evaluation, which was completed by my Sponsoring Professor.

Intern's Signature: _____ Date: _____