



J-1 "Student Intern" – BU Host Department Certification

Request for sponsorship in J-1 "Student Intern" category to be filed on behalf of prospective student intern
To be Completed by BU Host Department and submitted with Form A

International Students & Scholars Office ♦ 888 Commonwealth Avenue, Second Floor ♦ Boston, Massachusetts ♦ 02215
Telephone: 617/353-3565 ♦ issosch@bu.edu ♦ www.bu.edu/isso ♦

A. Student Intern Name

Last Name / Family Name / Surname:	First / Given Name:	Middle Name(s), if applicable:
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B. Training/Internship Placement Plan (TIPP)

Please note the following as you complete the Training/Internship Placement Plan:

- The TIPP should build upon the student's existing skills and knowledge and should cover a specified period of time as outlined on Form A and indicated in the BU appointment letter. The plan must provide details related to the specific objective(s) for the noted period and should outline how the student will accomplish those objectives (*i.e. classes, supervised research, individual instruction, shadowing, etc.*).
- If the activities outlined in the Training/Internship Placement Plan are based on an institutional agreement with BU, please attach a copy of the Provost approved agreement.
- ALL J-1 exchange visitor programs, require not only an educational component but also a **cultural component** [per 22 C.F.R. § 62.8(d)]. To insure compliance with these requirements, the Internship Placement Plan must include details about **both** the educational and cultural components included in the program.

*Detailed description of **Student Intern's Role** for the requested activity in the host department:*

*Detailed description of the **overall goals and objectives** for this activity:*

*Methods host department will employ to **provide supervision and evaluate performance** throughout the duration of the activity (include name and title of any BU employees involved in supervision of the student):*

*Host department's plans for insuring **participation in American cultural activities**:*

*Describe the **Knowledge, skills, or techniques** that the student will learn during this activity*

*Describe the specific **tasks and activities** for this activity*

Please Continue on Page 2 – Signature Required

Name of Student Intern: _____

B. Training/Internship Placement Plan (TIPP), continued

Provide details about how the host department will **measure** the student's **acquisition of new skills and competencies**?

The training/internship plan was developed in collaboration with the following parties (check all that apply):

BU host Department/Supervisor Prospective student intern Student's academic advisor/home institution Other: _____

C. Internship Agreement

By my signature below, I, hereby, certify that:

Responsibilities of Boston University host department:

- ✓ I will insure that the student intern attends the mandatory New J-1 Scholar Check-in and Orientation program upon arrival at Boston University.
- ✓ I will not allow the student intern to begin this internship program until he/she has provided Boston University ISSO with **proof of sufficient medical insurance** as required under 22 CFR 62.14.
- ✓ I am responsible to submit a **written evaluation** of this internship to Boston University ISSO within 15 days prior to the end of the internship. For internships lasting longer than six months I must also submit a mid-point evaluation within 15 days of the program mid-point.
- ✓ I understand that the appointment/program must end prior to the degree completion date noted on the J-1 "Student Intern" Home Academic Institution Certification.
- ✓ I have reviewed the English language requirements, as outlined on the ISSO website and in the J-1 Supplement form and can attest that this student has verifiable English language skills sufficient to function on a day-to-day basis in the outlined appointment/program environment.

Conditions of Training/Internship Placement (as required for signature on the DS-7002 – Training Internship Placement Plan (TIPP):

- ✓ **Sufficient resources**, plant, equipment, and trained personnel will be available to provide the specified internship program;
- ✓ Continuous **on-site supervision** and mentoring of this student intern will be provided by experienced and knowledgeable staff;
- ✓ The student intern will obtain skills, knowledge, and competencies through **structured and guided activities** such as classroom training, seminars, rotation through several departments, on-the-job training, attendance at conferences, and similar learning experiences, as appropriate in specific circumstances;
- ✓ The student intern will **not displace full- or part-time or temporary or permanent American workers** or serve to fill a labor need, and the positions that trainees/interns fill exist solely to assist them in achieving the objectives of their participation in training/internship programs; and
- ✓ Internship programs in the **field of agriculture** meet all the requirements of the Fair Labor Standards Act, as amended (29 U.S.C. 201 et seq.) and the Migrant and Seasonal Agricultural Worker Protection Act, as amended (29 U.S.C. 1801 et seq.).

D. Supervisor Certification

I have reviewed the internship placement plan, the internship agreement and the English language proficiency evaluation (J-1 Supplement). I certify that the information attested to on this form is true and accurate to the best of my knowledge. I understand and will uphold my obligations as a supervisor for a student intern under Boston University J-1 immigration sponsorship.

BU Supervisor			
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Signature

Print Name

Date (mm/dd/yyyy)