

Responsibilities of a J-1 Student Intern's Sponsoring Professor

Training/Internship Placement Plan (T/IPP - Form DS-7002)

The T/IPP – Form 7002 must be completed and signed by the sponsoring unit, the student intern and the J-1 Advisor. Interns are required to bring the DS-7002 to the visa interview so accuracy is crucial.

The Department of State (DOS) approves the specific sponsor (Rutgers University), Training/Internship Placement Plan and dates listed on the initial J-1 student intern application. The student intern is not allowed to make any changes after arrival without authorization from the J-1 Advisor; this restriction includes interning in a different Sponsoring Unit or changing internship duties. The program must be full-time (minimum of 32 hours per week).

Job Restrictions

Student interns may not be placed in an unskilled or casual labor position, a position that requires or involves child care or elder care, a position in the field of aviation, or in clinical positions, or engages in any other kind of work that involves patient care or contact, including any work that would require medication, or other clinical or medical care. The position can require no more than 20% clerical work.

Extensions of Program

Extensions are not possible beyond the 12 month maximum program participation set by the Department of State. If an extension request (within the 12-month limit) is made on behalf of the student intern, a completed evaluation must be submitted with the request for program extension along with a new DS-7002 form. Contact the J-1 Advisor for the Student Intern Extension application information.

Evaluations

All evaluations must be completed prior to the conclusion of the internship program. Programs exceeding 6 months require midpoint and concluding evaluations. Programs of six months or less require concluding evaluations only. Evaluation forms will be made available through the Center for International Faculty and Student Services website. A copy of the completed evaluation must also be given to the J-1 Advisor.

Mandatory Global Services Check-in

All J-1 student interns must check-in online at <https://visarequest.rutgers.edu/Visitorlogin.aspx> within 30 days of their program start date. If the student intern does not check in within this time, the Department of State will terminate the student intern's status and he/she will not be eligible to engage in the program or to legally remain in the US. *If the student intern will be unable to check in within 30 days of his/her start date, the Sponsoring Unit must notify the J-1 Advisor to protect the visa status of student intern.*

In addition to the mandatory on line check-in, student interns must email their International Student Advisor, Carissa McCarthy at carissam@gaiacenters.rutgers.edu upon arrival in the US to set up a one on one meeting. This meeting will cover information vital to the visitor maintaining legal status while in the US.

Health Insurance

Throughout the course of the program, the student intern is required to carry health insurance at a level equivalent to or greater than the coverage required by the University for international students. Rutgers offers an insurance policy to meet this requirement for those J-1 visitors who do not have alternate insurance. Visitors without alternate coverage will be required to purchase this coverage. They will be exempt from purchasing health insurance *only* upon providing acceptable evidence of equivalent insurance.

Financial Support

The University requires evidence of at least \$1330/month for undergraduate student interns and \$1583/month for graduate student interns, either through employment at Rutgers, home institution or personal funds. Any source/combination of sources is acceptable for the student intern sub-category.

English Language Skills

Rutgers must ensure that student interns have English language skills sufficient to function on a day-to-day basis in their internship environment. As a courtesy to the Sponsoring Unit, English language proficiency will be verified by the J-1 Advisor through a documented interview in-person, via videoconferencing, or telephone interview if videoconferencing is not a viable option.

Rutgers SEVIS Administration Fee

The Rutgers SEVIS Administrative Fee (SAF) is a small fee charged to defray the cost of maintaining the SEVIS database. This is a Rutgers fee and is separate from the U.S. government's DHS SEVIS Fee. Sponsoring Units wanting the student intern to pay this Rutgers fee must seek reimbursement directly from the visitor.

Notice of Departure

Sponsoring supervisors and student interns must notify the J-1 Advisor of the student intern's departure at the completion of the program. Failure to properly close the student intern's program could lead to complications for his/her future visits to the United States.

I have read the above and agree to fulfill all the requirements:

Supervisor's Name (please print)

Supervisor's Signature

Date