



# International Office

Northwestern University

J-1 Student Intern  
Department Supplement

Updated 08/2015

This form is to request a DS-2019 for a J-1 Student Intern and must be reviewed and signed by the J-1 Student Intern Supervisor. Please include this form with the rest of the DS-2019 request.

## STUDENT INTERN INFORMATION

Surname(Last):

First Name(s):

## INTERNSHIP PROGRAM INFORMATION

Number of hours per week:

Briefly describe the student intern's role

What are the goals and objectives of the internship?:

Describe the supervisor's qualifications to teach the planned learning.

What knowledge, skills, or techniques will be learned?

How will these knowledge, skills, or techniques be taught? Please include specific tasks and activities.

How will the student intern's acquisition of new skills and competencies be measured?

**FEDERAL COMPLIANCE**

In compliance with federal regulations, you are certifying that all information submitted in this application is true and accurate to the best of your knowledge. By signing below you ensure the following:

**Internship:**

- Lasts for no more than 12 months and is full-time (at least 32 hours/week).
- Does not duplicate the student intern's prior experience and that s/he maintains satisfactory advancement towards completion of his/her internship.
- Exposes student intern to American techniques, methodologies, and technology and expands upon his/her existing knowledge and skills.
- Does not displace full or part-time temporary or permanent American workers or serve to fill a labor need.
- Exists solely to assist the student intern in achieving the objectives of the internship and does not involve more than 20% clerical work.
- Provides sufficient resources, equipment and trained personnel available to provide for the specified internship.

**Student Intern:**

- Will be oriented with the department personnel, equipment, procedures, etc.
- Is primarily in the US to engage in the internship rather than employment or provide services to NU.
- Is not placed in an unskilled or casual labor position, in a position that requires or involves child care or elder care, a position in the field of aviation or in clinical positions or any other kind of work that involves patient care or contact, including therapy.
- Is in good academic standing and currently pursuing a degree outside the U.S. and will return to his/her home institution to complete the degree. S/he cannot transfer to NU while pursuing the internship.

**Evaluation Requirement:**

- I will complete the required evaluation of the intern's performance at the conclusion of the internship and for internships lasting longer than 6 months, a mid-point evaluation as well.

Student Intern Supervisor

Job Title

E-mail Address

Phone number

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(sign here)

Date