University of Massachusetts Lowell

J-1 Intern Request Form

The student intern category is available only to:

1. Foreign national students currently enrolled and pursuing a degree at a postsecondary academic institution outside the United States; or
2. Who have graduated from such an institution no more than twelve months prior to their exchange visitor program start date.

The program is intended to bridge the gap between formal education and practical work experience.

Funding Requirements

The student intern may use personal funds to augment other funding sources. If UMass Lowell is paying the Intern, it must meet the required salary for other similar positions. This will be verified by Human Resources. All must be paid a minimum hourly salary of $10.00/hour or higher.

Department Supervisor’s Requirements

- Agrees to adhere to exchange visitor program regulations and policies, [http://www.uml.edu/ISSO/International-Faculty-Researchers/default.aspx](http://www.uml.edu/ISSO/International-Faculty-Researchers/default.aspx) (we urge you to read through the “Prepare to Host an International Scholar” section.
- Must have sufficient resources, including equipment and trained personnel, available to provide the specified student internship program.
- Provide continuous on-site supervision and mentoring by experienced and knowledgeable staff.
- Ensure that interns obtain skills, knowledge, and competencies through structured and guided activities such as classroom training, seminars, on-the-job training, research, attendance at conferences and similar learning activities, as appropriate in specific circumstances.
- Confirm that Intern will not displace American workers (without regard to whether the American worker is full or part time, temporary, or permanent).
- Will not use a student intern to fill a labor need.
- Will place student interns only in positions that exist solely to assist the student intern in achieving the objectives of his or her participation in a student internship program.
- Must verify the student’s English language ability.
- Abide by all federal, state and local occupational health and safety laws.
- Abide by all program rules and regulations, including the completion of all mandatory program evaluations
  1. Participants in programs that exceed six months must be evaluated within 15 days of the midpoint and within 15 days of the conclusion of the program; and
  2. For programs with durations of less than six months, an evaluation is required within 15 days prior to the conclusion of the program.
  3. All evaluations must be received by the International Students & Scholars Office (ISSO) within 15 days prior to the end of the participant’s exchange program and must be signed by both the participant and his/her immediate UMass Lowell supervisor.

Student Intern Participant Eligibility

- Be currently enrolled in and pursuing a degree at an accredited postsecondary academic institution outside the United States.
The U.S. internship must fulfill the educational objectives for his/her current degree program at his or her home institution.

Have verifiable English language skills sufficient to function on a day-to-day basis in the internship environment.

Be primarily in the U.S. to engage in a student internship program rather than to engage in employment or provide services to an employer.

Be accepted into a student internship program at the postsecondary accredited academic institution listed on his/her J-1 Visa Document (Form DS-2019).

Be in good academic standing at his/her home institution outside the U.S.

The student must return to his/her academic program outside the U.S. and fulfill and obtain a degree from such academic institution after completion of the student internship program.

Have sufficient finances to support himself/herself and dependents for their entire stay in the U.S., including housing and living expenses.

**Student Internship Program Requirements**

**Duration**
- The internship must be full-time, consisting of a minimum of 32 hours per week.
- Student interns may participate in a student internship program for up to 12 months for each degree/major. Extensions beyond 12 months are not possible.

**Focus and Nature of Activity**
- The internship should be in the student’s field of study. If it is not, very strong documentation will be required to prove that there will be fulfillment of the educational objectives for his or her current degree program at his or her home institution. The letter are rarely approved for our sponsorship.
- All tasks assigned must be necessary for the completion of the student internship program.
- A student may participate in an internship with or without wages or other compensation, and full-time employment is permitted. To be employed, the student needs the approval of the exchange program’s responsible officer (ISSO & HR) and the student’s home institution’s Dean or Academic Advisor.
- The internship tasks may consist of no more than 20 percent clerical work. It cannot be purely clerical in nature.
- The internship must expose the participant to American techniques, methodologies, and technology, expand upon the participant's existing knowledge and skills, and not duplicate the student intern's prior experience.

**Internships cannot** place a student intern in any position that involves the following:

1. unskilled or casual labor
2. child care or elder care
3. Clinical positions or engaging in any other kind of work that involves patient care or contact, including any work that would require student interns to provide therapy, medication, or other clinical or medical care.
4. Any position, occupation, or business that could bring the Exchange Visitor Program or the University into notoriety or disrepute.

**Distinction between Internships and Regular Employment**
- The internship cannot serve to fill a labor need.
- The internship 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.
✓ Not involve in any way a staffing or employment agency.
✓ The internship cannot displace American workers, including full or part-time, temporary or permanent.
✓ The internship must meet all requirements of the Fair Labor Standards Act (FLSA) and the Migrant and Seasonal Agricultural Worker Protection Act.

Required Documents to be submitted to ISSO at isso@uml.edu in order to determine if UMass Lowell Visa Sponsorship is appropriate:

- Detailed copy of Intern job Responsibilities, which must include:
  - physical location of the internship,
  - Direct supervisor responsible for training and oversight of the intern,
  - the # of hours per week intern is expected to work
  - salary amount (list hourly rate)
  - who will pay the salary
  - copy of intern’s transcript from home country institution