

**J-1 Student Intern Faculty Host Requirements and Responsibilities**

**Please note the J-1 Student Intern process can take up to 3 months. Please plan accordingly.**

**Step 1: Ensure that your potential student intern meets the following criteria for a J-1 student intern visa by checking the boxes below:**

* They are currently enrolled at an accredited post-secondary institution in their country.
* They are in good academic standing with their institution.
* They will graduate with their degree after completing your internship at KSU.
* The internship will fulfill educational objectives at their home institution.
* The internship will aid the student intern in learning new skills or techniques or provide new knowledge unavailable at their home institution.
* They have not already done a J-1 student internship at your current degree level.
* They have the financial resources to support themselves while in the U.S.
* They have a valid passport.

**Step 2: Consider your resources, time restrictions, and your reasons for hosting a student, then discuss the student internship position with your potential student intern. This information will be included on the intern’s DS-7002 document, part of the U.S. Department of State required documentation for the J-1 visa. Check the boxes below after you discuss each section.**

**Resources, time restrictions, and reasons for hosting the student:**

* How much time are you willing to dedicate to the internship? The internship must be more than 3 weeks and less than 1 year and requires direct supervision from the faculty host.
* The internship must be at least 32 hours per week.
* All internship activities must take place on campus.
* Consider what space will be available to the student intern. Will they be provided an office space or laboratory space?
* Consider whether you as a KSU faculty member have time to assist the student intern in finding appropriate housing, food sources, and transportation. The ISSSO can provide suggestions but will not directly be involved with assisting with these logistics.
* Consider whether you as a KSU faculty member have time to plan at least four cultural excursions and activities for the student intern each month. KSU is required to provide cultural experiences for its J-1 visa holders. As the faculty host, you will be responsible for planning and implementing these experiences.
* Consider whether you will be able to provide direct supervision, feedback, performance evaluations to the student intern on a regular basis.
* Consider the reason your department wishes to host the intern. The internship may not displace American workers. The internship is for fulfilling educational objectives at their home institution and will aid the student intern in learning new skills or techniques or provide new knowledge unavailable at their home institution.

**Details of the Student Internship**

* Ensure that all internship activities are required for completion of the student internship program.
* Note when discussing internship duties, the internship may not consist of more than 20% clerical work and the student intern may not engage in any kind of work that involves patient care or contact.
* Discuss the techniques and methodologies that you will impart.
* Discuss the method and schedule of evaluations during the internship.
* Discuss if you will be the sole supervisor or if your colleagues will also supervise, and who they will be.
* Discuss the location of where the student will be interning – is it an office environment, laboratory, other?
* Discuss the resources that will be available to the student, e.g. computer, laboratory, certain technologies.
* Discuss the cultural activities available to the student intern throughout the student internship, taking note of what kind of activities they are most interested in.
* Discuss the student intern's plans for housing, transportation, and meals.
* Discuss monetary compensation. Please note that student internships may be paid or unpaid. If paid, the salary is dependent upon KSU’s Human Resources approval. The minimum is minimum wage, $7.25 per hour, the maximum is usually about $11.00 per hour. Positions incurring more than 1300 work hours over the time of the internship will require the position to be benefitted.
	+ Please note: Paid interns must be hired by KSU. This requires additional steps for you and the student intern including completing an employment posting in HireTouch and background checks. If your department is not state-funded, you will be required to cover the cost of the background check. The cost can be between $300-$700. The initial hiring process must be complete before a DS-2019 or DS-7002 is complete.

**Step 3: Advise your department of your desire to host a J-1 Student Intern and ensure that you have their support.**

* Discuss with your department chair or dean your plans to bring in a student intern. Ensure that:
	+ They are aware of the time investment and are willing to allow you to dedicate time to this project.
	+ They are willing and able to provide the office or laboratory space and other resources to the intern.
* If the internship is paid, discuss whether the department is able to fund the student intern. Identify the appropriate funding source and discuss the details of funding with your business or grant manager. Please note that if your department is not state-funded, the department will be charged for the background checks required for hiring your intern. This can be between approximately $300 and $700.
* If the internship is paid, advise your department chair, dean, and business manager about the HireTouch hiring process and their involvement in this process.
* Even if the internship is unpaid, a background check may be required. If required, the department may be charged for this background check. This can be between approximately $300 and $700.

**Step 4: Complete the Eligibility for J-1 Student Internship Form and submit it to** **isss@kennesaw.edu** **for review. We will notify you if there any red flags regarding plans for the student internship and visa regulations.**

**Step 5: Initial Phase of the J-1 Visa Process**

* Upon notice by the ISSSO that the internship fits the J-1 visa student intern criteria, you may begin the steps to bring in the student intern.
	+ **KSU Hiring for Paid Interns:** If the student intern will be paid by KSU, contact HR to begin the hiring process.
		- HR will request detailed information about the student intern position including job duties, compensation, and the student intern’s qualifications to build a HireTouch job posting. This posting will need to be approved at several levels including your department chair and the budget office.
		- After the posting is complete, the student intern will need to apply to the position.
		- After the student intern applies and is approved as a candidate, a background check will be initiated. Please note that if the hiring department is not state-funded, the funding for the background check will be charged to the department. This could cost approximately $300-$700. Background checks can take several weeks depending on the student intern’s country of origin and travel history.
		- Upon completion of the background check, HR will make a formal offer for the student intern to accept. Once the student intern accepts the offer, the visa process may begin.
		- Please note: Internship start dates and compensation for paid interns are dependent upon Human Resources processes. Paid internships should be discussed in detail with HR before a student intern purchases a plane ticket, etc.
	+ **Formal Offer Letter:** Send the student intern a formal offer letter using our template. Ask the student to send back a signed copy to be included with their J-1 application packet.
	+ **Student Intern Application for J-1 Visa Documents:** Notify the student intern that they may begin their part of the visa application process. The student intern has a document similar to this one, detailing the application requirements. Once they have completed the application and collected their documents, they will email these to you. Review everything for accuracy and completeness. The required application documents are:
		- DS-2019 Application, which includes the Student Financial Statement, Transportation Waiver, Health Insurance Requirements, Application Acknowledgement
			* Please Note: The application form includes a section to be signed off by you and your department chair. Once you receive the student intern’s application, please be sure to collect these signatures.
		- A letter from the home institution/organization recommending the student intern’s participation in this student internship opportunity. Please see a sample letter on the forms section of the J-1 Student Intern page on our website.
		- A copy of the identification page of the student intern’s passport
		- Official university transcripts for the student intern’s current education level. If the transcripts are not in English, they must be accompanied by an official translation. We recommend you review these to identify any concerns regarding the student's academic qualifications for the internship opportunity.
		- Proof of funding (if necessary).
		- A printout of the application fee receipt.

**Step 5: Submit the documents to the ISSSO for DS-2019 and DS-7002 process.**

* Please send the following documents to the ISSSO at MD 9116 or hand-deliver them to TP 1700:
	+ Completed DS-2019 application including your and the department chair’s signatures, and the supporting documents listed above.
	+ Please note that part of the application information will be used to issue a DS-7002 to the student intern. The DS-7002 is a Department of State form that is part of the U.S. Department of State required documentation for the J-1 visa. The questions you will be asked are for the DS-7002 are:
		- * Student's given and surnames as listed in passport.
			* Student's email address.
			* Student's current field of study and degree type.
			* Dates of internship and student's expected graduation date.
			* Internship hours per week.
			* Pay rate (if applicable)
			* Name, KSU title, email, phone, and fax number of main internship supervisor and any additional supervisors.
			* Qualifications of internship supervisor(s).
			* The role of the student intern during the internship and how it relates to their academic program in their home country. Be specific.
			* Will there be phases of the internship? If so, the supervisor information and questions below must be answered for each phase.
			* Goals and objectives of the internship. Be specific.
			* Skills, knowledge, and techniques imparted. Be specific and include items that the intern will learn specifically in the U.S.
			* Teaching methods used to impart the skills and techniques. Be specific.
			* Means of measuring the new skills and knowledge. Be specific.
			* Cultural activities offered during the internship, at least 4 per month. Must be specific. Please remember that as the faculty host, you are required to make these opportunities available to the student intern.

**Step 6: Review and sign the DS-7002.**

* Upon receipt of the documentation above and confirmation of hiring eligibility from HR (if necessary), the ISSSO will begin to work on the DS-2019 and DS-7002 J-1 visa documents.
* The DS-7002 document is done in two phases.
	+ First, the information you submitted is inputted into a government form. This form is printed as a draft. You will sign this draft as acknowledgement of the accuracy of the form. The student intern will also sign the form and scan a copy back to the ISSSO.
	+ Once the signed draft is received, the ISSSO will submit the final version of the form. You will sign this version as well. The form with your original signature will be collected from you and sent to the student intern with the DS-2019 for use with their visa application process.

**Step 7: Sending the documents to the student intern and the visa application process.**

* The ISSSO uses a service called E-Ship Global. This service allows the student intern to create a shipment request with DHL, FedEx, or UPS and to pay for the shipping. When the documents are ready, the ISSSO will notify the student intern to go ahead and request and pay for the shipping.
* The student intern will apply for the J-1 visa in their home country and should notify you if their visa is approved or not.

**Step 8: Assist the student intern in making arrangements for:**

* Airport Pickup. Suggestions for airport pickup include:
	+ Contacting a campus life organization such as Friends of Internationals or Bridges International.
	+ Arranging for a pickup service through a company such as Econorides, Uber, or Lyft.
	+ Meeting the student yourself. If you choose to meet the student yourself, please make sure you have completed the appropriate KSU driver training.
* Housing. No on-campus housing is available for student interns. Suggestions for housing include:
	+ A homestay through a company such as [www.atlantahomestays.com](http://www.atlantahomestays.com) or [www.markshomestay.com](http://www.markshomestay.com). Homestays provide a bedroom and bathroom, meals, and can also include daily transportation. Homestays are good for short-term stays where apartment leasing is not possible.
	+ AirBnB, Homeaway, VRBO.
	+ Extended stay hotels.
	+ Off-campus dormitories. Please remember that off-campus dormitories usually require contracts that extend through July each year. While furniture is provided, items such as bedding or cookware are not.
	+ Local apartments. Please remember that apartments usually require 6-12 month contracts and usually do not provide furniture or furnishings.
* Daily Transportation

**Step 9: Initial Adjustment**

* Upon the student intern's arrival, you and the student intern should meet with the ISSSO J-1 staff for check in. We will make copies of the student intern's immigration documents and discuss rules and regulations for J-1 visas and student interns. The student intern will need to provide proof of health insurance, if necessary.
* If the internship is paid, the student intern will need to visit the Social Security Administration to apply for a social security number. The closest location is on Franklin Gateway in Marietta. Please consider how the student intern will get to the Social Security Office. If necessary, CCT Bus 10 stops not far from the Social Security Administration offices.
* If the internship is paid, the student intern must attend HR Orientation as soon as possible. The orientation date should be arranged with HR prior to the student intern's arrival.
* ID Card, Room Access, Email Access, other required access:
	+ If the student intern is paid, they will receive a KSU Employee ID card and email account. Please be prepared to assist them in obtaining the ID card and setting up their email account. If they will need room access or other types of access, please assist them with that as well.
	+ If the student intern is unpaid, they should receive a visitor ID card. Please use this form to request their ID card, email account access, and any room access they may need: <http://campus.kennesaw.edu/forms/docs/registered-visitor.pdf>. Please note that a background check may be required, and if so, your department may be required to cover the cost.

**Step 10: Reporting to the ISSSO for Visa Compliance**

* As the faculty supervisor, you are required to report any changes to the student intern’s situation within 10 days, including:
	+ Changes in address, funding, site of activity, department contact.
	+ If the Exchange Visitor completes or withdraws from the program prior to the end date shown on his/her DS-2019.
	+ If the department wishes to extend his/her program. Notify the ISSSO at least 30 days prior to the Exchange Visitor’s current program end date. If the intern is paid, an extension may require a re-classification to a regular, benefitted position. Please consult with HR regarding an extension for paid interns.
* Complete ISSSO-Required Evaluations
	+ KSU is required by the Department of State and the Department of Homeland Security to retain mid-point and end of program evaluations of the student intern’s work. These forms can be accessed from our J-1 Student Intern page: dga.kennesaw.edu/j1studentintern.
* Notify the ISSSO when the J-1 completes his/her program at KSU, set up an appointment with the ISSSO for a pre-departure meeting with the student intern at least two weeks before departure.