



Office of International Student & Scholar Services

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J-1 Student Intern

The Student Intern category is available to international students currently enrolled in and pursuing a degree at a postsecondary academic institution outside the United States whose U.S. internship will fulfill the educational objectives for a current degree program at their home institution.

The purpose of the J-1 Student Intern Program is to promote international exchange; participants are expected to return to their home institution to finish their degree upon completion of the U.S. internship. Student Interns may participate in a student internship program for up to twelve months for each foreign degree they pursue. They must comply with the J-1 exchange visitor health insurance requirement throughout their participation.

At Brown University, the J-1 Student Intern category is appropriate for individuals working on undergraduate degrees outside the United States. Individuals engaged in a graduate degree programs outside the U.S. would be eligible to join Brown as a Visiting Research Fellow or Non-Degree Graduate Student. For more information, please contact the Graduate School.

Because of the lengthy application, it is strongly recommended that departments begin the process at least three months before the Student Intern's program begin date.

STUDENT INTERN REQUIREMENTS

The Applicant must:

- Be currently enrolled in a degree program and in good standing at an accredited postsecondary academic institution outside the United States.
- Be accepted into a student internship program at Brown University which fulfills the educational objectives for the Student Intern's current degree program at her/his respective home institution.
- Have verifiable English language skills sufficient to function on a day-to-day basis in the internship environment.
- Be in the United States primarily to participate in a student internship program rather than to engage in employment or provide services to an employer.
- Be in good academic standing at her/his home institution outside the United States.
- Return to the academic program outside the United States and fulfill the educational requirements for that institution after completion of the student internship program.
- Have sufficient funding to support self and any accompanying dependent family member for the entire stay in the United States, including housing and living expenses.
- Present proof of health insurance for the duration of J-1 student internship program in the United States; proof of health insurance for all dependent family members is required as well.

ACADEMIC DEPARTMENT REQUIREMENTS

The Academic Department must:

- Accept Student Intern into a full-time student internship program (at least 32 hours per week).
- Verify Student Intern's English language ability through a faculty sponsor conducted interview.

- Conduct a concluding evaluation for each Student Intern. Programs exceeding six months require a midpoint and a final evaluation.

The Internship Program must:

- Consist of no more than 20% clerical work.
- Fulfill the educational objectives for the Student Intern's degree program at her/his home institution.
- Consist of only those tasks which are necessary for the completion of the student internship program.
- Expose the Student Intern to U.S. techniques, methodologies and technology; expand upon the Student Intern's existing knowledge and skills; and not duplicate the Student Intern's prior experience.
- Consist of work-based learning and not place the Student Intern in any position that involves unskilled or casual labor, child care or elder care, aviation, or any other kind of work involving patient care or contact.
- Not involve a staffing/employment agency in any way.
- Not displace "U.S. workers" nor serve to fill a labor need.

PROCEDURE

1. Faculty member who will supervise the internship verifies the prospective Student Intern's eligibility. This may include a telephone interview with the Student Intern to determine sufficient English language proficiency.
2. Department completes the OISSS [DS-2019 Request for J-1 Intern](#) and submits it along with:
 - Brown University invitation letter ([see sample letter](#))
 - Letter of enrollment and good standing from Student Intern's home institution ([see sample letter](#))
 - Memo of Understanding or contract between the sponsoring Brown University Department and the student's home institution.
 - Letter from the Student Intern ([see sample letter](#))
 - Proof of funding (currently \$26,700 per year; may be pro-rated).
 - If the internship is paid: a letter of approval from the dean or department head of the Student Intern's home institution (can be combined with the letter of enrollment) and a copy of Brown's contract with the Student Intern and/or MOU with Student Intern's home institution.
 - Copy of the biographical page of the student's passport.
3. OISSS reviews application materials and issues Form DS-2019 and DS-7002 (Training/Internship Placement Plan (T/IPP))
4. Department sends the DS-2019 and T/IPP along with other supporting material to the Student Intern. The T/IPP will need to have an original signature by the faculty sponsor.
5. Student Intern signs the DS-2019 and T/IPP, pays the SEVIS fee and applies for a J-1 visa at a U.S. consulate or embassy abroad.
6. Student Intern completes mandatory check-in with OISSS within 30 days of DS-2019 program start date.
7. Faculty member conducts mandatory evaluation(s) of the intern. Please refer to the [J-1 Student Intern Evaluation Form](#)
 - For programs shorter than six months: one concluding evaluation; department returns the evaluation form to OISSS.

For programs longer than six months: one midpoint and one final evaluation; department returns both evaluation forms to OISSS.