**Eligibility for J-1 Student Internship at Kennesaw State University**

*KSU Host Faculty Member or Department: Please review the questions below to identify whether an international student may qualify to be a J-1 Visa Student Intern at Kennesaw State University.*

**KSU Host Department/Faculty Member Considerations:**

* Will the student intern be paid for the internship? **Yes No**
	+ If yes, have you discussed funding with your business manager and the hiring process with HR? **Yes No**
	+ If yes, if the host department is not state funded are they prepared to pay for a background check of approx. $300? **Yes No**
* How long will the internship be? The minimum internship is three weeks, the maximum is one year. **\_\_\_\_\_\_\_\_\_\_**
* How many hours per week will the internship be? Student Internships must be 32-40 hours per week. **\_\_\_\_\_\_\_\_**
* Will all internship activities take place on campus? All internship activities must take place on the Kennesaw or Marietta campus. **Yes No**
* What percentage of the internship will be clerical work? No more than 20% of a student intern's duties may be clerical work. **\_\_\_\_\_\_% clerical work**
* Does the U.S. internship "fulfill the educational objectives for the current degree program at the student's home institution" [22 CFR 62.23(i)]? **Yes No**
* Is the student internship designed to provide work-based learning that will assist the student in achieving their academic objectives, expose the participant to "American techniques, methodologies, and technology,” and immerse the intern in American culture? **Yes No**
* Is the host department/faculty member prepared to assist the intern with finding housing and transportation? **Yes No**
* Is the host department/faculty member prepared to offer at least 4 cultural activities per month? **Yes No**
* Is the faculty member prepared to develop and implement on-going training for the student intern and complete evaluations of the intern’s performance and accomplishment of goals and objectives? **Yes No**

**Student Intern Eligibility Questions:**

* Will the potential intern be "enrolled in and pursuing a degree at an accredited postsecondary academic institution outside the United States" [22 CFR 62.23(i)] at the time of their internship? **Yes No**
* Will the potential intern return to his or her academic program outside the United States "and fulfill and obtain a degree from such academic institution after completion of the student internship program" [22 CFR 62.23(i)(1 )(v)]? *Please note that the internship cannot extend past degree completion/graduation*. **Yes No**
* Does the potential intern "verifiable English language skills sufficient to function on a day-to-day basis in the internship environment." [22 CFR 62.23(i)(1)(i)]? Please note the student intern's English skills must be assessed by a ISSSO staff member. **Yes No**
* Will the potential intern be "primarily in the United States to engage in a student internship program rather than to engage in employment or provide services to an employer." [22 CFR 62.23(i)(1)(ii]? **Yes No**
* Has the potential intern already completed a previous student internship with a J-1 visa at the same education level? Student internships are limited to once per education level. **Yes No**
* Is the potential intern "in good academic standing" at his or her home institution outside the United States. [22 CFR 62.23(i)(1)(iv)]? **Yes No**
* Will the person have "sufficient finances to support himself or herself for their entire stay in the United States, including housing and living expenses." [22 CFR 62.23(i)(2)(ii)]? The KSU pay may be included as financial resources. **Yes No**
* Will the person have a passport valid for at least six months after the internship ends? **Yes No**

Name of Student Intern: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of KSU Faculty Host: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Faculty Host: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kennesaw State University Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_