

J-1 Student Intern Program Verification of Placement Site Regulatory Compliance

U.S. Department of State regulations require verification of compliance on specific criteria at each internship placement site. Please complete the information below.

UC Berkeley Information

Name of Student Intern		
UC Berkeley Host Department		
UC Berkeley Site Address Please enter work site (i.e. 150 University Hall)	Street/Building and #	
	City	State and Zip
EIN: 946002123	No. of FT Employees: 13,956	Workers Comp Carrier: Sedgwick
UC Berkeley Host Department Website		
Compensation from UC Berkeley Use estimated values for Room/Board and Transportation if exact values are not known	Stipend/month:	
	Room/Board per month:	
	Transportation per month:	
Hours per Week (minimum 32 per week)		

Off-Campus Placement Site (Organization) Information*

*N/A for UC Berkeley Placements

Note: If there is more than one off-campus placement site, email jscholar@berkeley.edu for further instructions.

Placement Site (Organization) Name				
Off-Campus Placement Site Address If the organization has more than one location, please list only the internship location	Street			
	City			
	State, Zip, and Phone			
Employer Identification Number/EIN (Format: 99-9999999)		Dun & Bradstreet Number (Format: 99-999-9999) Not required for academic institutions or government		
No. of FT Employees:		Workers Comp Carrier:		
Company/Institution's Annual Revenue	\$0-\$3 million	\$3-\$10 million	\$10-25 million	\$25 million or more
Has this organization previously participated successfully in UC Berkeley's student internship program?	Yes	No		
Placement Site Web Address (URL)				
Compensation from Off-Campus Organization Use estimated values for Room/Board and Transportation if exact values are not known	Stipend/month:			
	Room/Board per month:			
	Transportation per month:			

I hereby state that I have verified the information above. I have reviewed the Student Intern Placement Site Regulatory Criteria on page 2 of this document and hereby confirm that the internship program will meet the criteria set forth.

Print Name of UC Berkeley Faculty Sponsor: _____

Signature of UC Berkeley Faculty Sponsor: _____ Date _____

If a site visit was required, date of visit (N/A for UC Berkeley placement) _____

Student Intern Placement Site Regulatory Criteria

- The student internship program is full-time (minimum of 32 hours a week);
- The duties of the student intern will not include more than 20 percent clerical work, and all tasks assigned to a student intern will be necessary for the completion of the student internship;
- The placement site is a legitimate entity and is appropriately registered or licensed to conduct business;
- The placement site has sufficient resources, plant, equipment, and trained personnel available to provide the student internship program;
- The placement site will abide by all federal, state and local tax, labor, health, and safety laws;
- The placement site will maintain a Workman's Compensation Insurance Policy;
- The internship will not displace an American employee or fill a labor shortage and that it is not the intent of the internship program to train the student for future employment in the U.S. The position that the student interns fills exists solely to assist the student intern in achieving the objectives of his or her participation in a student internship program;
- The internship will expose the student intern to American techniques, methodologies, and technology and expand upon their existing knowledge and skills. The program will not duplicate the student intern's prior experience;
- The student intern will only undertake the internship at the placement site according to the dates on the Form DS-2019. The student intern is expected to leave the U.S. upon completion of the internship; or within 30 days from the end date of their Form DS-2019; or immediately upon dismissal from the program and return to his/her home country to finish their current degree program;
- The student intern will submit his or her U.S. contact information (home address, home and company phone number) to Berkeley International Office on or before the start date of their Form DS-2019. Should his/her address change during the program, new contact information must be provided to the Berkeley International Office and the UC Berkeley faculty sponsor within one week;
- Berkeley International Office and the UC Berkeley faculty sponsor will be notified in advance of any changes to the intended internship plan including, but not limited to, the training location, training content, duration of training, and financial support. Furthermore, dismissal or termination of the student intern will be reported to the Berkeley International Office and UC Berkeley sponsoring faculty immediately;
- Evaluations will be completed prior to the conclusion of the internship program. Copies of all evaluations will be provided to the Berkeley International Office before the student intern leaves the U.S. Programs exceeding six months in duration require midpoint and concluding evaluations. Programs of six months or less require concluding evaluations only. Sponsoring faculty and company/institutions must be current on evaluations for all interns under their sponsorship to have J-1 applications processed for a new student intern;
- *If placement site is off-campus*, the host organization must have executed a written agreement with the sponsor (UC Berkeley) to act on behalf of the sponsor in the conduct of the sponsor's student intern program;
- *If placement site is off-campus*, the professional activities of the host organization have been verified via advertising, brochures, Web site, and/or feedback from prior participants.

Site Visit Requirement – *N/A for UC Berkeley placements*

The faculty host must conduct a site visit of any internship provider that has not previously participated successfully in a student internship program, has fewer than 25 employees, or has less than three million dollars in annual revenue. Any placement at an academic institution or at a Federal, State, or local government office is specifically excluded from this requirement. The purpose of the site visit is for the sponsor to ensure that each internship provider possesses and maintains the ability and resources to provide structured and guided work-based learning experiences according to individualized Training/Internship Placement Plan (Form DS-7002) and to verify that the internship provider will maintain compliance with the U.S. Department of State regulatory criteria listed below.

If a site visit is not required, the host faculty member must still verify that the student internship placement site will maintain compliance with the U.S. Department of State regulatory criteria listed above.