Responsibilities for Supervisors of J-1 Student Interns

- **Evaluations**: A final evaluation of the Student Intern is required and must be completed prior to the conclusion of the internship program. Programs longer than 6 months require mid-point and final evaluations. A copy of the completed and signed evaluation must be given to the Office of Global Affairs (OGA) for required record keeping.

- **Position Restrictions**: Student Interns may not be placed in unskilled or casual labor positions, a position that requires or involves child care or elder care, or a position in the field of aviation. Student Interns also may not be placed in clinical positions or positions that engage in any kind of work that involves patient (human or animal) care or contact, including any work that would require medication or other clinical or medical care. The Student-Intern’s position can require no more than 20% clerical work.

The Office of Global Affairs will help your J-1 Student Intern maintain their legal status. However, we need your assistance. As faculty supervisor, you must agree to be responsible for ensuring that:

- The J-1 visitor makes an appointment with Julie Williams (williamsjul@ecu.edu) in OGA upon arrival in the U.S. The J-1 must bring his or her immigration documents and those of their J-2 dependents. If the Student Intern does not report to OGA, the his/her status is automatically canceled in SEVIS.
- OGA is notified within 10 days when the J-1 changes his/her residential address.
- OGA is notified if a Student Intern does not arrive within 10 days of the DS-2019 start date.
- The Student Intern meets regularly with you to review activities and progress.
- The Student Intern understands that he or she can not engage in professional activities that are not included on the DS-2019 without prior approval from you. Employment or other types of payment that are not specified on the DS-2019 must have prior approval from you and from OGA.
- OGA is notified when the Student Intern ends his/her J-1 program for any reason, including:
  1. The Student Intern has completed the program as scheduled.
  2. The Student Intern completed before the end date on the DS-2019.
  3. The Student Intern wishes to transfer to a different J-1 sponsor.
  4. The Student Intern is changing J-1 category via re-entry into the U.S.
  5. The Student Intern is changing status to a different visa type.
  6. The Student Intern has left the University before completing the program.
- The Student Intern is informed that he/she is required by the Department of State to carry health insurance for themselves and their J-2 dependents. In addition, the Student Intern is informed that ECU requires all J-1 Student Interns enroll in GeoBlue.