



Global Engagement Office
International Students & Scholars (ISS)
Sarah Bonnel, J-1 Advisor
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J-1 Academic Training
Request Form

Please complete this form and return it to our office along with an Internship Offer Letter signed by the company providing the internship opportunity (see Offer Letter Template).

PARTICIPANT INFORMATION

Full Legal Name: _____
SCU ID#: _____
Phone Number: _____
E-mail: _____

INTERNSHIP OPPORTUNITY

Company Name

Corporate Address (Street Address, City, State, Zip)

Address where the internship will be performed (if different than Corporate Address)

Supervisor's Name Supervisor's Phone Number Supervisor's E-mail Address

Number of Work Hours per Week: _____

Pay Amount: _____ per *Hour / Week / Month / Stipend* (circle one)

Start Date (mm/dd/yyyy): _____

End Date (mm/dd/yyyy): _____

Position Title: _____

Brief description of the intern's tasks, responsibilities, and goals:

Explanation of how the internship will support the academic goals of the J-1 program and help the participant in the development of their skills:

REQUIRED SIGNATURES

Program Participant Certification

I expect this internship will be a valuable contribution to my J-1 program.

Program Participant's Signature: _____

Date: _____

Program Sponsor Certification

Based on a review of this participant's standing and proposed internship, I approve this internship and confirm that it is directly related and integral to the participant's J-1 program goals.

Program Representative's Signature: _____

Print Name: _____

Date: _____