



Sponsorship for Student Intern at 3rd Party Organization

Supplement to the J-1 Student Intern Request Worksheet

A third party is any party other than the student intern or program sponsor that assists or cooperates with the program sponsor in the conduct of its student intern program. Sponsors are required to take all reasonable steps to ensure that third parties know and comply with all applicable provisions of these regulations. Some examples of typical third parties, "including, but not limited to a host organization, partner, local business, governmental entity, academic institution, or any other foreign or domestic agent."

If the sponsor engages a third party to assist it in the conduct of the student internship program, the sponsor and the third party must have an 'executed written agreement' that outlines 'the full relationship between the sponsor and the third party on matters relating to the administration of the exchange visitor program.' [22 C.F.R. § [62.23\(i\)\(4\)](#)]

Specific Requirements for Sponsoring Departments:

The sponsor must 'adequately screen all potential host organizations at which a student intern will be placed by obtaining the following information':

The organization's Dun & Bradstreet identification number, unless the host organization is an academic institution, government entity or family farm.	
The organization's Employer Identification Number (EIN) used for tax purposes.	
Verify the organization's telephone number and address	
Review the organization's professional activities by examining the organization's advertising, brochures, web site, and/or feedback from prior participants.	
Verify the organization has a Workman's Compensation Insurance Policy	

[22 C.F.R. § [62.23\(i\)\(3\)\(iii\)](#)]

The sponsor must 'ensure host organizations know the exchange visitor program regulations and objectives adhere to exchange visitor programs regulations and policies.' [22 C.F.R. § [62.23\(i\)\(3\)\(i\)\(B\)](#)]
Contact the OIS to provide the necessary information to the third party sponsor regarding exchange visitor program regulations and policies.

The sponsor must conduct a site visit of the host organization if the organization 'has not previously participated successfully in the sponsor's student internship program, has fewer than 25 employees, or has less than three million dollars in annual revenue.' *Placements at academic institutions and Federal, State or local government offices are specifically exempt from this site visit requirement.* [22 C.F.R. § [62.23\(i\)\(3\)\(iv\)](#)]

The sponsor must ensure that both it and any host organizations acting on its behalf have 'sufficient resources, plant, equipment, and trained personnel available to provide the specified student internship program.' [22 C.F.R. § [62.23\(i\)\(3\)\(ii\)\(A\)](#)]

Please ensure the application is complete before sending to the OIS.



The sponsor must ensure that it or a host organization acting on the sponsor's behalf:

Does not displace 'American workers without regard to whether the American worker is full-or part-time, temporary, or permanent'

Does not use a student intern to 'fill a labor need'

Places student interns only in positions that exist 'solely to assist the student intern in achieving the objectives of his or her participation in a student internship program'
[22 C.F.R. § [62.23\(i\)\(3\)\(ii\)\(B\)](#)]

As sponsoring Faculty of an incoming Student Intern, I certify all information contained in this worksheet is correct to the best of my knowledge. I attest to following all policies and procedures as described above and in the '[J-1 Student Intern Request Form](#)' for sponsoring a J-1 Student Intern and will notify the OIS immediately of any changes in the Student Intern's activities with the University of Maryland Baltimore.

Date _____

Name _____ Signature _____
(From Department Chair/Inviting Faculty)