



Visa Office
International Services
Human Resource Services
Workforce Development & Resources Section
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Supervisor's Responsibilities for Assigned J-1 Interns

Fermilab is able to sponsor J-1 Interns because we are designated by the U.S. Department of State (DOS) for this purpose. The Visa Office is responsible for ensuring that both Fermilab and our Interns comply with the DOS regulations, so that Fermilab is able to sponsor Interns in the future. The DOS places many obligations on Sponsors of J-1 visas, especially where the person being sponsored is a student. Some of the regulations pertain to the supervision of the Interns. Other regulations impose responsibilities on the Visa Office.

In general, Supervisors (and/or Alternate Supervisors) Must Be:

- Fermilab employees,
- In regular contact with the Intern, and
- Involved with, and knowledgeable about, the Intern's actual activities at Fermilab at all times.

In specific, you must:

- Meet *in person* with the Intern at least once every 7 - 10 business days.
- Maintain close and detailed knowledge about the Intern's activities and progress in performing the tasks, and acquiring the skills, knowledge and abilities, identified in the Form DS-7002 Internship Plan.
- Ensure the Intern's activities substantially conform to the activities listed in the Form DS-7002 Internship Plan.
- Promptly advise the Visa Office if you are going to be away from Fermilab for more than 7 business days, to confirm with us when you will return, and who will be monitoring the Intern during your absence.
- Complete Final and interim reports about the Intern:
 - The electronic Final Report is due *before* the Intern's departure from Fermilab, at the end of the internship program.
 - The interim Report is due at the mid-point of the Internship, but only if the Internship is for more than 6 months.
 - Online formats for the reports and evaluations are at <http://wdrs.fnal.gov/visas/students.html>.
 - You and your Intern must discuss, together, the interim and final reports. The Intern also will complete a Final Evaluation of the internship (and an interim evaluation, if the internship is longer than 6 months).

I understand the obligations listed above and agree to fulfill these obligations as Supervisor / Alternate Supervisor.

Signed: _____

Print Name: _____

Date: _____