

**Additional Confirmations for Off-Campus Hosts**

Federal visa regulations require that OISS obtain confirmation of the following items.

<b>INTERN'S NAME:</b>	<b>BIRTHDATE:</b>
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I confirm that the internship host has sufficient resources, plant, equipment, and trained personnel available to provide the specified student internship program.

Department Chair Initials: \_\_\_\_\_

Host organization's Dun & Bradstreet identification number: <i>(Not required if the host organization is an academic institution, government entity, or family farm)</i>	
Employer Identification Number (EIN) used for tax purposes	

*Please attach copies of the host organization's advertising, brochures, or web site in order to verify the host's telephone number, address, and professional activities.*

**Site Visit**

A site visit of the internship host is necessary if any of the following criteria are met:

1. The host organization has not previously successfully participated in the internship program **or**
2. The host has fewer than 25 employees **or**
3. The host has less than \$3 million in annual revenue.

Please note that internships taking place at academic institutions and federal, state, or local government offices are excluded from this requirement.

The purpose of the site visit is to ensure that each host organization possesses and maintains the ability and resources to provide structured and guided work-based learning experiences according to individualized Training/Internship Placement Plans (DS-7002) and that each host organization understands and meets its obligations under federal regulations.

Please complete one of the following:

- I certify that none of the above criteria are met and therefore a site visit is not necessary.

Department Chair Initials: \_\_\_\_\_

- A site visit was conducted on (date) \_\_\_\_\_ by the following person(s):


Department Chair Initials: \_\_\_\_\_