



International Center

J-1 Student Intern Evaluation Form

Instructions: Tufts departments hosting a J-1 student intern are required to complete one or more written evaluations of the student intern’s performance. Written evaluations are required under J-1 immigration regulations. Department sponsors can but are not required to use this form; sponsors can choose to utilize a different evaluation format if desired.

Number of Evaluations Required

- If the internship duration is six months or less, only a final evaluation must be completed.
- If the internship duration is more than six months, a midpoint evaluation must be completed for the first half of the internship, and a final evaluation must be completed for the second half.

Final evaluations must be conducted before the end of the internship experience.

Evaluation Procedure

The evaluation should be shared with the student intern, and both the evaluator and the student intern should sign the evaluation to acknowledge that the evaluation was completed and presented to the student intern. The student intern does not need to agree with the evaluation results, but should be given the option to provide his/her own comments in response.

Once the evaluation has been completed, send an electronic copy to the International Center at internationalcenter@tufts.edu for inclusion in the student intern’s visa records. Evaluations should be kept by department sponsors for a minimum of three years beyond the end of the internship experience.

Part I: Student Intern and Internship Information

Student Intern Name		
Faculty Sponsor Name		
Host Department		
Dates of Internship (mm/dd/yyyy)	From:	To:

CHECK ONE:

- This is a **midpoint** evaluation covering _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy)
- This is a **final** evaluation covering _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy)

➔ Continued on Back

PART II: Student Intern Performance Evaluation

Based on the responsibilities and objectives listed in the student intern’s DS-7002 Training Plan, comment on the intern’s primary responsibilities and offer ratings. Use additional sheets if needed.

Primary Responsibilities	Comments on Performance	Rating
		<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Highly Satisfactory <input type="checkbox"/> Excellent
		<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Highly Satisfactory <input type="checkbox"/> Excellent
		<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Highly Satisfactory <input type="checkbox"/> Excellent
		<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Highly Satisfactory <input type="checkbox"/> Excellent

Overall Performance (Check One)

- Unsatisfactory
 Satisfactory
 Highly Satisfactory
 Excellent

<p>Overall Comments</p>
<p>Student Comments / Response (if any)</p>

SIGNATURES ACKNOWLEDGING DELIVERY / RECEIPT OF EVALUATION

Student Intern Signature

Date (mm/dd/yyyy)

Faculty Sponsor Signature

Date (mm/dd/yyyy)