



# U.S.-Mexico Internship Program

Bringing Mexican Interns to the U.S.

# U.S.-Mexico Internship Program

---

## Why Mexico?

For those companies with existing foreign internship programs, we invite you to consider expanding your pool of applicants to include Mexican interns. For those of you who are just starting your foreign internship programs, we invite you to begin with Mexico. Below are just a few reasons to do so.

- Mexico is the #2 export market for the United States, and our #3 trading partner in the world.
- Each year, we do \$590 billion in trade. That's \$1.6 billion a day, and over \$1 million a minute.
- Mexico is the number 1 or 2 destination for exports for 26 U.S. states.
- Each year, 25 million U.S. tourists visit Mexico, and 17 million Mexican tourists visit the United States. 450,000 Mexicans enter the United States legally daily over land each day for work, study, and commercial exchange.
- There are 32 million Americans of Mexican descent in the United States. That's 63% of the U.S. Hispanic community.
- Mexico and the United States share history, geography, culture, society, and families that affect the economic choices being made on both sides of the border.
- Mexico boasts over 3000 institutes of higher education and some of the top universities in Latin America.
- Our governments have placed regional workforce development at the top of our policy priorities as we strive to make North America the most dynamic economic region in the world.

By hosting a Mexican intern, you are tapping into the region's brightest minds and exposing future Mexican political and business leaders, as well as consumers, to your company and your products. You are benefiting from their insight into the Mexican and the Mexican-American consumer and knowledge of the social and cultural norms that influence economic choices. And you are creating potential life-long partners for your company in one of the United States' most important trading partners.

Please turn the page to learn more about how you can participate. Please do not hesitate to contact Stephanie Syptak-Ramnath, [syptak-ramnathsf@state.gov](mailto:syptak-ramnathsf@state.gov), or Monica Sarmiento, [sarmientom@state.gov](mailto:sarmientom@state.gov) at the U.S. Embassy with any questions or ideas of how we can support you in creating internship opportunities.

# U.S.-Mexico Internship Program

---

## INDEX

<b>Program Overview</b>	<b>A</b>
<b>Parts of a successful Internship</b>	<b>B</b>
<b>Sample Internship Plan and Description</b>	<b>C</b>
<b>Sample Memorandum of Understanding</b>	<b>D</b>
<b>Sample Placement Process</b>	<b>E</b>
<b>Sample Cost Breakdown</b>	<b>F</b>
<b>List of J-1 sponsors already working in Mexico</b>	<b>G</b>
<b>Press Release on Joint MOU</b>	<b>H</b>
<b>Frequently Asked Questions</b>	<b>I</b>

## US Mexico Internship Program – For Host Organizations

**Program Overview:** [The U.S.-Mexico Internship Program](#) seeks to develop the regional workforce needed to position North America as the most competitive and dynamic region in the world. The program expands academic exchange and internship opportunities for U.S. and Mexican college students and recent graduates, bridging the gap between formal education and practical work experience. For up to 12 months, Mexican college and university students or recent graduates come to the United States to gain exposure to U.S. culture and receive hands-on experience in U.S. business practices of their chosen occupational field.

Assistant Secretary of State for Educational and Cultural Affairs Evan Ryan and Under Secretary for North American Affairs Sergio Alcocer signed a Memorandum of Understanding to create the U.S.–Mexico Internship Program on March 16, 2015. This new initiative supports the objectives of the Bilateral Forum on Higher Education, Innovation and Research (FOBESII), announced by Presidents Barack Obama and Enrique Peña Nieto in May 2013 under the auspices of the U.S.–Mexico High Level Economic Dialogue, and officially launched in May 2014.

While additional internships are available under existing general intern programs, the internships and practical training under the US-Mexico Internship Program must fall under one of the following occupational categories:

1. **Management, Business, Commerce and Finance;**
2. **Public Administration and Law;**
3. **Information Media and Communications; and**
4. **The Sciences, Engineering, Architecture, Mathematics, and Industrial occupations**

---

**Eligibility:** Interns must be Mexican nationals or permanent residents who are currently enrolled in and pursuing studies at a foreign degree- or certificate-granting post-secondary academic institution in Mexico, or who have graduated from such an institution no more than 12 months prior to their exchange visitor program start date.

**Limitations/Exceptions for Intern work environment:** Interns cannot work in unskilled or casual labor positions, in positions that require or involve childcare or elder care or in any kind of position that involves medical patient care or contact. Nor can interns work in positions that require more than 20 percent clerical or office support work.

---

### Is your organization interested in participating?

**Step 1:** To take part in the J-1 Intern program, potential host organizations should work with a [designated sponsor](#) who supervises the application process and is the main point of contact throughout the exchange program for both the intern and host organization.

**Step 2:** Designated sponsors specialize in different types of internships, once you find a sponsor that you like, contact that [designated sponsor](#) to begin the application and placement process. If you need assistance with this, please contact the U.S. Embassy (Stephanie Syptak-Ramnath, [syptak-ramnathsf@state.gov](mailto:syptak-ramnathsf@state.gov) or Monica Sarmiento, [sarmientom@state.gov](mailto:sarmientom@state.gov))

**Step 3:** The designated sponsor will work with you to find a suitable intern that meets the needs of your organization.

**Step 4:** Once the sponsor identifies suitable candidates, you will work with the sponsor and the intern to develop a Training and Internship Participation Plan (T/IPPs) that outlines the specific internship program you will provide.

**Step 5:** During the program host organizations provide continuous on-site supervision and mentoring by experienced and knowledgeable staff.

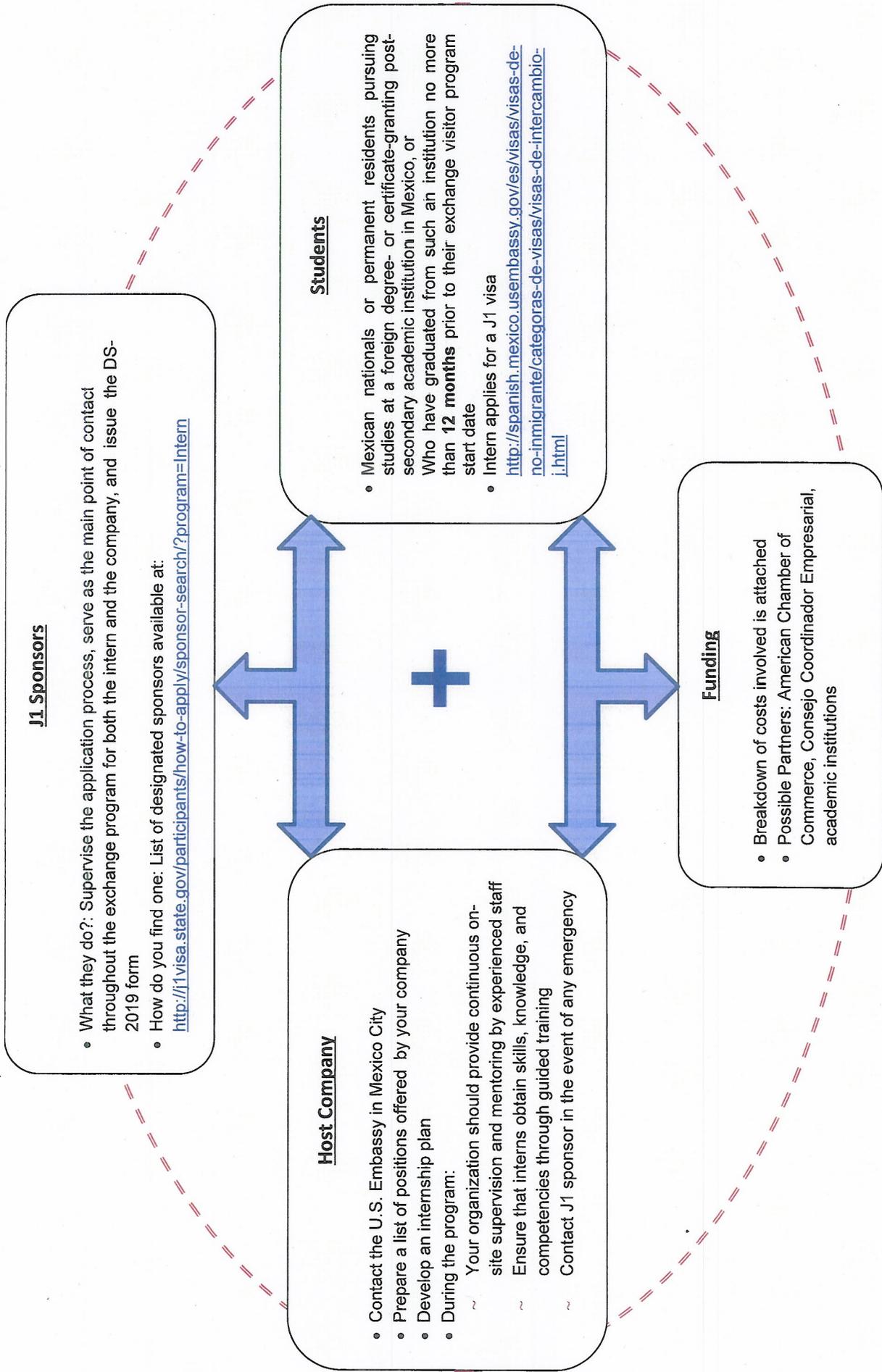
**Step 6:** During the program it is the host organization's responsibility to ensure that interns obtain skills, knowledge, and competencies through structured and guided training.

**Step 7:** During the program host organizations must notify sponsors promptly of any concerns about, changes in or deviations from T/IPPs during the program and contact sponsors immediately in the event of any emergency.

Please contact [j1visas@state.gov](mailto:j1visas@state.gov) or <http://i1visa.state.gov/programs/intern/> for more information.

# U.S.-Mexico Internship Program

## Parts of a successful Internship



# U.S.-Mexico Internship Program

---

## Sample Internship Plan and Description

(Things to think about when designing an internship)

**Name of the Institution/Company:**

**Position and/or Project:**

**Area / Department:**

**Name, position, and contact information of immediate supervisor:**

**Placement coordinator:**

**Web page of Institution:**

**Date:**

1. Brief description of the institution's activities, mission, staff profile, work place ambiance, among others. Please enclose to this description any additional documents that may help the grantee get acquainted with the company such as the staff organization chart/management, annual reports, and company brochures.
2. General purpose of internship project
3. Main responsibilities and activities that intern will perform (please provide as many details as possible)
4. Nature and scope
  - a. Person and position to whom the grantee will report
5. With which positions will the grantee network both inside and outside the company?

# U.S.-Mexico Internship Program

---

6. Work Schedule – please make a distinction between the general business hours of the firm and the time schedule of the grantee (approximate); comment on flexibility or not of this time frame, lunch hours etc.
  
7. Rest days, holidays, and vacations-describe internal procedures to request for leave permits or sick-days.
  
8. Profile, skills, and academic background requirements from the grantee.
  
9. Relevant additional information.

# U.S.-Mexico Internship Program

---

For further information please contact Hazel Blackmore,  
[hazel.blackmore@comexus.org.mx](mailto:hazel.blackmore@comexus.org.mx) at COMEXUS

## **“Sample Memorandum of Understanding”** Fulbright García-Robles, Binational Business Program

This Memorandum of Understanding is entered into by and between XXX (NAME OF THE GRANTEE), NAME OF THE COMPANY or INSTITUTION, and COMEXUS.

### **1. Program Objective**

The Fulbright-García Robles Binational Business Program (the program) is meant to promote mutual understanding between the Mexican and the United States' business communities.

The program offers each grantee the opportunity to acquire work experience through professional internships at companies, institutions, or non-governmental organizations. Also, the grantees enroll in a minimum of three and up to six graduate courses at a high level university with a special focus in subjects such as business, finance, international commerce, and comparative law, among others.

### **2. Grant Term**

The grant is ten months long from September 1<sup>st</sup>, 2015 to June 30<sup>th</sup>, 2016.

Considering the later, no changes in the grant term will be allowed. However, minimal adjustments in the starting and end dates of the program may be contemplated. These arrangement should be agreed upon by the grantee and THE COMPANY, and approved by COMEXUS.

# U.S.-Mexico Internship Program

---

### 3. Installments and Conditions of Grant

The benefits that the grantee will receive from COMEXUS and his or her responsibilities are specified in the "Installments and Conditions of Gran Document" signed by both parties. Any modification shall be reflected in the before mentioned document. THE COMPANY may request a copy this document at any time.

### 4. Updated data

If there are changes or updates about the grantee's data while in Mexico (personal address, working address, telephone numbers, email, among others) he or she shall immediately report to the Program Officer at COMEXUS.

### 5. Visa and *Tarjeta de Residente Temporal*

All program grantees must have a visa and a *Tarjeta de residente temporal, estudiante* that legalizes their stay in Mexico. The procedures associated to the procurement of such documents are responsibility of the grantee with the help of COMEXUS.

Each grantee must hand in to the Program Officer a copy of their visa and *Tarjeta de residente temporal, estudiante* so the start date of these can be registered.

According to this visa's specifications, the grantee will not be allowed to have a remunerated job, and therefore shall not receive/ask for any economic retribution from THE COMPANY in exchange for the work carried out during the professional internship.

# U.S.-Mexico Internship Program

---

Should the grantee exit the country during the duration of the program, he/she should have the authorization of both THE COMPANY and COMEXUS and must make sure to collect the proper immigration entrance/exit stamps. Previous of his/her exit from Mexico, the grantee must inform both the Program Coordinator and THE COMPANY. Failure to abide to this may result in a reduction of the monetary benefits of the grant.

Should the grantee's absence period exceed two weeks, COMEXUS will make a readjustment of the economic benefits in accordance.

## **6. Mexican grantees**

Those grantees with double citizenship, Mexican-American, need neither visa nor the *Tarjeta de residente temporal, estudiante*. Any entrance into or exit from Mexico must be done with the Mexican passport.

## **7. Professionalism**

The grantee commits to abide to the professional requirements of the program through the practice of the professional internship at THE COMPANY.

The placement of the grantee at THE COMPANY is the result of a two month long evaluation/interview selection process. Before starting the professional internship, the grantee agrees to sign all internal documents that THE COMPANY shall require.

## **8. Grantee's activities**

# U.S.-Mexico Internship Program

---

The grantee's activities and responsibilities throughout the duration program are specified in the same document that contains the position's description, which was previously elaborated and handed in to the grantee by THE COMPANY. The grantee must acknowledge wholly understanding, knowing, and abiding the document.

## **9. Changes of COMPANY or Organization**

Relocations can only be made under extraordinary circumstances with explicit consent of THE COMPANY, the grantee, and COMEXUS and only if the possibility of an alternate COMPANY is real. THE COMPANY will be responsible of their economic commitment to this agreement up to the moment of the relocation.

## **10. Educational institution**

The grantee must meet the academic requirements of the program at THE ACADEMIC INSTITUTION. No University changes are allowed.

## **11. University Courses**

The grantee must attend at least three and maximum six graduate courses throughout the duration of the grant. The selection of such courses will depend on the grantee's preferences and the offer available at THE ACADEMIC INSTITUTION. This flexibility allows the grantee to optimize the academic and professional activities programmed. Language courses, whether taken at THE ACADEMIC INSTITUTION or independently, are not considered valid graduate courses.

# U.S.-Mexico Internship Program

---

The grantee commits to abide to the internal rules, meet the requirements, and stick to the academic calendars specified in each course of THE ACADEMIC INSTITUTION. Any costs associated to the failure of abiding to the internal rules, requirements or academic calendars shall be paid by the grantee.

## **12. Grades**

It is the grantee's responsibility to maintain satisfactory academic and professional results in all grant related activities.

In a scale from 0-10, the minimum acceptable average for university courses will be 8.

It is the grantee's responsibility to report to COMEXUS the grades achieved at the end of each trimester or semester.

## **13. Monitoring**

In order to monitor that the grantee meets the Program's objectives, COMEXUS will bimonthly send the grantee a simple questionnaire that must be timely handed in.

All the Program grantees will be conveyed by COMEXUS in two separate occasions throughout the Program. The first meeting, named "Mid Term Orientation", will take place between January and February 2016 and must be attended by grantees and representatives of the COMPANY. The goal of this meeting is to get to know about each grantee's activities progress. Attendance of all grantees is mandatory.

Towards the end of the Program, around May 2016, the second and last meeting will take place, which is exclusive for the grantees.

# U.S.-Mexico Internship Program

---

Attendance of all grantees is mandatory. In order to guarantee the grantee's adequate fulfillment of the professional requirements at THE COMPANY, COMEXUS will ask for the presence of its representative and/or of the employee of THE COMPANY that directs the grantee's professional activities.

## **14. "Fulbright-García Robles" Diploma.**

At the end of the Program, COMEXUS will issue the grantee a participation diploma. Should the grantee fail to meet the Program's academic and/or professional requirements, COMEXUS will have the discretion of issuance of such diploma.

## **15. Cultural Days**

Aiming to compliment the academic and professional experience with a cultural aspect, the Program promotes a "Cultural Day" once a month. During this day grantees will be able to take leave from their professional activities at THE COMPANY in order to engage in cultural activities that would otherwise be inaccessible to them.

Throughout the Program, there will be six Cultural Days, divided in the following months: October, November, January, February, March/April (depending on the Holly Week Break) and May.

The grantee agrees that the absence due to these days shall not affect any professional commitment at THE COMPANY. The grantee in coordination with COMEXUS will hand in to THE COMPANY the program of cultural activities for each month.

# U.S.-Mexico Internship Program

---

## **16. Modifications in the grant's activities**

Any change in the activities related to the grant must be previously approved by COMEXUS. THE COMPANY must be informed of any changes.

## **17. Communication with COMEXUS**

It is the grantee's responsibility to keep in constant communication with the Program officer to inform about any progress or delays in the program activities, as well as to inform about any special circumstance that might arise during his/her stay in Mexico, especially if there is any problem with THE COMPANY or THE ACADEMIC INSTITUTION.

## **18. Suspension and cancellation of the grant**

The grant can be suspended or cancelled in the following situations:

- a. Grantee's unjustified absence from the country for over two weeks
- b. Failure to observe satisfactory professional or academic standards at THE COMPANY and/or THE ACADEMIC INSTITUTION.

## **19. Final Report**

All grantees must render a two parts Final Report:

- I. Evaluation questionnaire provided by COMEXUS, and
- II. Online Report that must be completed at the Institute of International Education's webpage. To enable this completion, the Program Officer will make sure the grantee has the proper access codes.

The grantee has a maximum of six months from the program's end date to hand in the Final Report and therefore receive the last grant payment. After this six months period the payment will not be made.

# U.S.-Mexico Internship Program

---

## **20. Contribution**

By taking part in the Program, THE COMPANY agrees to make a contribution of up to \$120,000 MXN, depending on the university's tuition fees.

This contribution is calculated considering the tuition fee of the (up to) six courses of the grantee's academic institution.

COMEXUS will inform by written form the amount needed to cover the tuition fees, and THE COMPANY must make a deposit of the required contribution to COMEXUS' bank account. COMEXUS will be in charge of paying the tuition fees to THE ACADEMIC INSTITUTION.

## **21. Payment Calendar**

THE COMPANY will pay COMEXUS the contribution in two separate payments, each one equivalent to the 50% of the total amount.

THE COMPANY will agree with COMEXUS, previously and bilaterally, the dates in which the contribution will be paid. Nevertheless, the total amount of the contribution must be deposited to COMEXUS by March 15<sup>th</sup> 2016 at the latest.

THE COMPANY will receive a tax-deductible receipt of the total amount of its contribution.

Any exceptions in this schedule of payments must be notified and discussed with COMEXUS.

# U.S.-Mexico Internship Program

---

## **22. Additional benefits from THE COMPANY to the grantee**

COMEXUS requests that the company provides help to the grantee's by arranging initial temporary housing for up to one month at its expense and while the grantee finds his or her own housing. Such arrangement should include at least one private room with access to a full bathroom.

The parts agree that, if THE COMPANY is willing to give any additional benefit to the grantee, it could be done in kind compensation related to the grantee activities at the office (food, transportation, and or cell-phone).

THE COMPANY will determine these additional benefits at its own discretion.

## **23. Vacations and Office Schedule**

This information is included in the position description previously provided by THE COMPANY.

COMEXUS and THE COMPANY agree the amount of hours that the grantee shall have as "Professional Practice" at the office is 30 hours a week.

It is understood that the grantee may have different activities besides the academic and professional ones, cultural experiences in particular.

## **24. Program Administration**

# U.S.-Mexico Internship Program

---

COMEXUS will be in charge of the administration of the program. Any issue regarding the Program will be reported to the Program Officer.

## **25. THE COMPANY'S responsibility**

The COMPANY agrees to provide the compensation, housing and internship mentioned before. Therefore any bad or negligent conduct of the grantee will NOT be responsibility of THE COMPANY.

THE COMPANY can only stop or cancel its payment of the contribution in the following scenarios:

- a. Grantee's unjustified absence from the country for over two weeks
- b. Grantee's failure to observe satisfactory professional or academic standards at THE COMPANY.
- c. Failure from COMEXUS to abide to the conditions agreed upon in this document.
- d. When damage to the reputation of THE COMPANY seems likely or feasible.

COMEXUS and THE COMPANY will have, at any moment, the discretionary right to end the current MOU through written form directed to COMEXUS or THE COMPANY, with at least 10 working days notice previous to the effective end date, given that all payments and obligations are fulfilled.

# U.S.-Mexico Internship Program

---

Mexico City, DATE

---

**Grantee's name**  
Fulbright-García Robles Grantee

---

**Representative Name and signature of  
the  
COMPANY**

---

**Executive Director  
COMEXUS**

# U.S.-Mexico Internship Program

---

## Sample Placement Process

1. Companies and institutions where the grantee will do their internships will have to develop an internship program
2. Partners (J-1 sponsors, academic institutions, or government representatives) analyze the proposals and accept those that are in line with program goals.
3. Partners identify candidates and send the companies and institutions the grantees profiles.
4. Once the profiles and projects have been sent to both parties a calendar is set so that grantees and companies hold phone or internet interviews among them
5. After the interview process takes place, both companies and grantees propose their four top preferences and the partner does the matching process
6. Placement of grantees is settled by the signing of a MOU where the rules of the program are set (including payment schedule).

For assistance at any point in the process, please contact Stephanie Syptak-Ramnath, [syptak-ramnathsf@state.gov](mailto:syptak-ramnathsf@state.gov), or Monica Sarmiento, [sarmientom@state.gov](mailto:sarmientom@state.gov) at the U.S. Embassy.

# U.S.-Mexico Internship Program

## Sample Cost Breakdown for an Internship Program

These costs range from a short-term (4-6 months) program to a one-year internship program and take into account the full spectrum of possible costs and the extremes of either not incurring said costs or having them at the maximum end of the spectrum.

Concept	Cost short-term internship (4-6 months)	Cost one-year internship	Who pays
Application process and DS-2019 form	\$1,200.00 USD	\$5,000.00 USD	Normally the student pays. Some host companies will pay, most will not.
Travel	\$750.00 USD	\$750.00 USD	Host company can pay airfare
Rent/deposit	\$500.00 USD	\$1,000.00 USD	Some host companies offer housing, if not the student pays
Utilities	\$300.00 USD	\$300.00 USD	Some rentals include utilities, if not the student pays
Spending money (groceries) per month	\$500.00 USD	\$1,000.00 USD	Students should have some money to get through the first month before getting steady pay. Students pay
SEVIS fee	\$180.00 USD	\$180.00 USD	Host companies pay
Insurance	\$300.00 USD	\$800.00 USD	Host companies pay
VISA fee	\$160.00 USD	\$160.00 USD	Host companies pay
<b>Total (USD)</b>	<b>\$3,890.00 USD</b>	<b>\$9,190.00 USD</b>	
<b>Total (pesos)</b>	<b>\$66,130.00 pesos</b>	<b>\$156,230.00 pesos</b>	

ROE: \$17 pesos/dollar

Information provided by:

**Enlace Internacional**

USA +1 2013-455-0686

MEX +52 55 5264-5686

[www.enlaceinternacional.com.mx](http://www.enlaceinternacional.com.mx)

# U.S.-Mexico Internship Program

---

## **J-1 sponsors for the U.S.-Mexico Internship Program**

InterExchange Inc.  
American Immigration Counsel  
Council for Educational Travel, USA  
American Hospitality Academy  
Intrax

## **J-1 sponsors already working in Mexico on General Programs**

AIESEC United States  
Alliance Abroad Group, LP  
Amity Institute  
CCI Greenheart  
Center for International Career Development  
Communicating For Agriculture  
Council for Global Immigration  
Council on International Educational Exchange  
Cultural Homestay International  
Cultural Vistas, Inc.  
Experience International  
Fermi Research Alliance, LLC  
Foundation for Worldwide International Student Exchange  
French-American Chamber of Commerce in the US  
General Electric International, Inc.  
German American Chamber of Commerce  
Global Career Exchange, Inc.  
HTP J-1 Visa Programs, Inc.  
Intrax Internship Program  
Microsoft Corporation  
National Instruments Corporation  
National Park Service  
Pan Atlantic Consultants  
State University of New York at New Paltz  
The Museum of Modern Art  
The Ohio State University  
The Spain-US Chamber of Commerce  
The University of Tennessee  
The Washington Center  
USDA/US Forest Service International Programs  
Worldwide Farmers Exchange



U.S. DEPARTMENT OF STATE

Office of the Spokesperson

For Immediate Release

MEDIA NOTE

March 16, 2015

Joint Statement on the Signing of the U.S.–Mexico Memorandum of Understanding on Internships

The text of the following statement was released by the Governments of the United States of America and Mexico on the occasion of the signing of the U.S.–Mexico Memorandum of Understanding on Internships.

Begin Text:

Today, Assistant Secretary of State for Educational and Cultural Affairs Evan Ryan and Under Secretary for North American Affairs Sergio Alcocer signed a Memorandum of Understanding to create the U.S.–Mexico Intern Program.

The program seeks to expand academic exchange and internship opportunities for U.S. and Mexican college students and recent graduates. Increasing educational exchange opportunities between the United States and Mexico is essential to develop the regional workforce we need to position North America as the most competitive and dynamic region in the world.

This new initiative supports the objectives of the Bilateral Forum on Higher Education, Innovation and Research (FOBESII), announced by Presidents Barack Obama and Enrique Peña Nieto in May 2013 under the auspices of the U.S.–Mexico High Level Economic Dialogue, and officially launched in May 2014.

Through the Bilateral Forum, our governments have worked with educational institutions, the private sector, and other stakeholders to identify challenges and opportunities in developing a shared vision in the areas of higher education, innovation and research that promote economic development in both countries. To learn more about FOBESII's achievements in 2014 and priorities for 2015, read the [Bilateral Joint Statement](#) issued on January 6, 2015.

The Bilateral Forum is consistent with our countries' own national efforts under the United States' [100,000 Strong in the Americas](#) initiative and Mexico's *Proyecto 100,000* initiative.

The U.S. and Mexican governments will organize a series of events to promote the U.S.–Mexico Intern Program, including a study tour for U.S.-based educational institutions and private sector representatives to Mexico, this May. To learn more about the program, please contact [ECA-Press@state.gov](mailto:ECA-Press@state.gov). Mexico-based institutions may contact [fobesiidan@sre.gob.mx](mailto:fobesiidan@sre.gob.mx).

Photographs of today's signing ceremony can be found on the [Bureau of Educational and Cultural Affairs' Flickr page](#).

# U.S.-Mexico Internship Program

---

## Frequently Asked Questions

Q. How do I begin developing an internship program for Mexican students?

*A. First, decide what kind of an intern you need, in which department and for how long. Once you have that information, identify a J-1 sponsor to develop criteria for selection of the intern and to work with you on budgets and recruitment, as well as administrative processing.*

*If you are having trouble identifying a J-1 sponsor, reach out to the U.S. Embassy in Mexico City to work through the next steps.*

Q. How much money do I need to invest in a Mexican intern?

*A. There is no set funding requirement for sponsoring a Mexican intern. The U.S. Embassy can work with you to define the costs involved and to see how they can be divided among the university, the intern, and the company.*

Q. We already have an internship program at our company; do we have to change our system?

*A. Companies should make sure that their current J-1 sponsoring partner is active in Mexico. If this is not the case, we can help find a partner that is. The J-1 sponsor will let the company know about all Exchange Visitor Program requirements and any other U.S. laws that may apply to having an intern. Companies will need to provide a training plan for interns, continuous onsite supervision and mentoring, and also periodic evaluation of the intern.*

Q. Do we have to pay interns?

*A. The Exchange Visitor program does not require host organizations to pay interns. It is important to keep in mind that Exchange Visitor internship programs may not be used by host organizations as substitutes for ordinary employment or work purposes. The internship provided to the exchange visitor must offer work-based learning that bridges the gap between formal education and practical work experience, while also allowing interns to gain cross-cultural experience. That said, most J-1 interns are paid.*

# U.S.-Mexico Internship Program

---

*Companies should consult their Human Resources divisions and follow their policies on that matter, as well as review the U.S. Department of Labor Fact Sheet 71 at the DOL website.*

*American J-1 sponsors may have their own policies on paying interns, which companies should discuss when they select a sponsor to work with.*

*Sponsors also assist companies in meeting all program requirements and determining whether or not interns should be paid. Companies may learn more about the intern program at <http://j1visa.state.gov/programs/intern#employers> and also access the J-1 internship program regulations in Part 62 of the Electronic Code of Federal Regulations.*

**Q. What is the required term of an internship?**

*A. The maximum duration of an exchange visitor's internship program may be 12 months, but internships may be as short as three weeks. The sponsor you choose will work with you on creating the appropriate training plan for the duration you are seeking. The duration of participation in an internship program must be established before a sponsor issues a Form DS-2019. Program extensions are permitted for internships within the maximum duration, provided that the need for an extended internship is documented, in accordance with Exchange Visitor program requirements.*

**Q. If we don't have a process for accepting international internships; must we have one?**

*A. Yes, internships require commitments on the part of all partners, and it is best to have those commitments in writing so that there is clarity of purpose and objective. The U.S. Embassy is happy to work with you to establish a process.*

**Q. Do interns have to travel on a J visa?**

*A. Yes, sponsors offering the Intern program are designated for the purpose of conducting the J-visa program; exchange visitors coming to the United States for their program must apply for and receive the J-visa.*

**Q. Where can I find a list of J-1 sponsors active in Mexico.**

*A. Please see the list at the end of this booklet.*