

J-1 Student Interns are required by federal regulations to submit evaluations to the Harvard International Office (HIO) to outline whether program objectives are being met. Student Interns should coordinate with their internship supervisors to complete and sign this evaluation form.

## When to submit your Evaluation Form?

**If your internship is less than six months in duration:** You must submit a Final Evaluation to the HIO at least 10 days before you depart the U.S.

**If your internship is more than six months in duration:** You are required to submit two evaluation forms. You must submit a Mid-Point Evaluation to the HIO, no more than 15 days from the mid-point of your internship. You must submit a Final Evaluation to the HIO at least 10 days before you depart the U.S.

## Student Intern Information:

First Name: \_\_\_\_\_ Last Name(s): \_\_\_\_\_ Date of Birth (mm/dd/yyyy): \_\_\_\_\_

## Evaluation Type - Check One

Mid-Point Evaluation

Final Evaluation

If this is your final evaluation, please confirm your last day at your internship site (mm/dd/yyyy): \_\_\_\_\_

## Supervisor Certification - This section must be completed by the internship supervisor:

1. Evaluate the J-1 student intern's performance based on the goals and objectives outlined on the DS-7002 Training and Internship plan.

Excellent                      Above Average                      Average                      Below Average

2. Rate the overall student intern and training experience.

Excellent                      Above Average                      Average                      Below Average

3. Are there any problems or deficiencies that should be addressed?

Yes                      No

If yes, please explain:

Supervisor Name: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Student Intern Certification - This section must be completed by the student intern:

1. How would you rate the overall training program and its educational benefits to you:

Excellent                      Above Average                      Average                      Below Average

I hereby certify that I have read the evaluation completed by my internship supervisor.

Student Intern's Signature: \_\_\_\_\_ Date: \_\_\_\_\_