

HOST COMPANY/ORGANIZATION REQUEST FORM (J-1 Student-Intern)

If you are interested in hosting an intern at your company/organization, we can help you find qualified applicants.
Please fill out your information and specific requirements/qualification.

Host Company/Organization Information		
<i>Company/Organization Name</i>		
<i>Year Founded</i>		
<i>Employer ID Number (EIN)</i>		
<i>Address</i>		
<i>City/State/Zip</i>		
<i>Main Telephone No.</i>		
<i>Web Site</i>		
<i>Number of Full/Part Time Employees</i>		
<i>Business Description:</i>		
Contact Information	<i>(Job title)</i>	<i>Tel:</i>
<i>E-mail:</i>		<i>Fax:</i>

Internship Position Details	
<i>Number of Interns whom your company wants to host:</i>	
<input type="checkbox"/> 1 ~ 3 persons <input type="checkbox"/> 5 ~ 10 persons <input type="checkbox"/> 10 ~ persons <input type="checkbox"/> () persons	
Type of Positions you require interns for	
<input type="checkbox"/> Government/Civil organization Intern _____ <input type="checkbox"/> Marketing / Sales / Advertising Intern _____ <input type="checkbox"/> Social Media Intern _____ <input type="checkbox"/> Finance / Accounting Intern _____ <input type="checkbox"/> Public Relations Intern _____ <input type="checkbox"/> Fine or Performing Arts Intern _____	<input type="checkbox"/> Computer Programming/Web Design Intern _____ <input type="checkbox"/> Manufacturing Intern _____ <input type="checkbox"/> Fashion industry/Wholesale Intern _____ <input type="checkbox"/> Beauty/Nail Art Intern _____ <input type="checkbox"/> Hotel/Tourism Intern _____ <input type="checkbox"/> Event/Conference Intern _____
Compensation	List whether this is paid or unpaid (If paid, list salary)
	<input type="checkbox"/> paid \$ _____(/hour) <input type="checkbox"/> unpaid

Specific Requirements/Qualifications	
Ability in English (Rate ability by H=High, M=Middle, L=Low)	
<input type="checkbox"/> Speaking: _____	<input type="checkbox"/> Hearing: _____
<input type="checkbox"/> Writing: _____	<input type="checkbox"/> Reading: _____
Computer Skill (Rate ability by H=High, M=Middle, L=Low)	
<input type="checkbox"/> Word Processing: _____	<input type="checkbox"/> MS Office: _____
<input type="checkbox"/> Graphics: CAD _____ Illustrator _____ Photoshop _____ Flash _____ 3D _____ Others _____	<input type="checkbox"/> Internet Search: _____
<input type="checkbox"/> Programming: VC _____ C++ _____ JAVA _____ VB++ _____ HTML _____ ASP _____ Others _____	<input type="checkbox"/> Network administration: _____
<input type="checkbox"/> Computer administration: _____	
<input type="checkbox"/> Others: _____	
Start and end date (or Rolling if flexible): From ___/___/___ (mm/dd/yyyy) ~ To ___/___/___	
Working Time: () hours/day () days/week	

_____ Authorized Signature	_____ Name/Title (Print)	_____ Date
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When you fill out your information and intern's requirements, please scan it and send to Miri@midwest.edu. If you have any questions, contact at Tel: 636-327-4645



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