

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

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

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

Internship Position Details		
Number of Interns whom your company wants to host:		
<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"/> Internet Search: _____
<input type="checkbox"/> Graphics CAD _____	<input type="checkbox"/> Illustrator _____	<input type="checkbox"/> Photoshop _____
	<input type="checkbox"/> Flash _____	<input type="checkbox"/> 3D _____
<input type="checkbox"/> Programming VC _____	<input type="checkbox"/> C++ _____	<input type="checkbox"/> JAVA _____
	<input type="checkbox"/> VB++ _____	<input type="checkbox"/> HTML _____
<input type="checkbox"/> Computer administration: _____	<input type="checkbox"/> Network administration: _____	<input type="checkbox"/> ASP _____
<input type="checkbox"/> Others: _____		<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 mio@midwest.edu. If you have any questions, contact Dr. Christina Joung (**International Research Center Director**) at Tel: 636-327-4645, Fax: 636-327-4715

