

Department of Psychology
2023 Student Intern Request Forms and Guidelines

Step 1 – Requirements for All Student Interns

1. Lab determines whether the student will be enrolling in Harvard courses for credit.
 - If YES, grad students must apply and be admitted through one of the [GSAS Non-Degree Programs](#) as a Special Student or Visiting Fellow. Contact [Allie Pagano](#) with questions.
 - If NO, students will be considered trainees coming to Harvard as part of a lab-sponsored research training program. These trainees may audit courses with instructor permission, but they may not register in Harvard courses for credit or receive an official transcript of a grade for these courses.
 - In both cases, proceed to next steps.
2. Lab completes the [Personnel Request Form](#).
3. Lab sends the following to [Julianne Ronan](#) (grad students) or [Joan Smeltzer](#) (undergrads):
 - [Letter of Invitation](#)
 - Trainee CV
4. Department obtains from trainee:
 - [I-9](#) (paid via payroll) or [Basic Information Form](#) (unpaid or paid by stipend/fellowship)
 - [VPA](#)
 - [Risk & Release](#)
 - Certificate of Enrollment (if enrolled) OR completed [Attestation of Funding](#) (if not enrolled as a student)

Step 2 – Additional Requirements for International Trainees

Students admitted through GSAS as a Special Student or Visiting Fellow may obtain a student visa sponsored by Harvard via GSAS. Contact [Allie Pagano](#) with questions.

For all other international students coming to Harvard as part of a lab-sponsored research training program, complete the following steps.

1. As part of the application process, lab inquires if the student: (1) has current US work authorization, or (2) may need employment visa status for the internship.
2. Lab notifies Department **at least 90 days in advance** of a start date for any intern needing visa assistance.
3. Department adds trainees into the Harvard International Office (HIO) database and invites the trainee to enter their info in the system.
4. Trainee completes their information in the HIO database.
5. Department reviews trainee info, completes appointment/site of activity, submits info to HIO.
6. Upon arrival to the US, trainee [registers with the HIO](#).
7. Trainees must also notify HIO and the Department of US departure date.

Students not currently in the US and planning to come to Harvard (paid or unpaid):

These students may obtain a Harvard-sponsored J-1 Student Intern visa.

- Lab submits a completed [J-1 Student Intern Intake Form](#)
- Lab submits a completed [J-1 Certification of English Language Proficiency \(ELP Form\)](#)
- Trainee submits a [Certification of Enrollment and Expected Degree Completion](#)
- Trainee submits certification of the minimum J-1 funding requirement of \$2,916/mo.

Students currently in the US on an F-1 visa at another US institution:

These students must request CPT or OPT work authorization from their home institution.

- Harvard is unable to provide visa sponsorship for these students.
- If paid, we are unable to process payment until their visa status is updated.

Students studying abroad and not planning to enter the US

No visa is needed. If paid, students must have work authorization in the country where they are conducting their work, and they must be paid through one of the following options.

- Global payroll provider (expect large processing fees)
- Fellowship payment

Note: Both payroll options have limitations and are not typically allowable on grants. Prior to making an offer, consult the Business Office to confirm allowability on your funding.

Step 3 – Additional Requirements for Minors

If the individual is under the age of 18 and not a Harvard College student, labs are required to...

1. Review the [Safety and Protection of Minors Policy](#).
2. Take the [Program Administrator Training](#).
3. Register your lab as a [Youth Program](#).
 - a. If hazards are present in the lab please attach the [Application for a Minor to Access a Harvard Lab](#) to the youth program registration form (most Psychology labs do not have unusual hazards and will not fall under this part of the policy—an MRI facility, however, would be considered a hazardous environment).
 - b. A [background check](#) and [“responsible adult” training](#) is required of any individuals deemed **Responsible Adults** under the policy, **defined as anyone who will:**
 - i. be alone (the sole adult) with a minor or group of minors in a non-public (e.g., behind closed doors) space; *it is best to avoid such situations if possible;*
 - ii. have access to the minor’s residence;
 - iii. be engaged with minors in athletic or any other activities involving physical contact and/or disrobing;
 - iv. be transporting minors in a motor vehicle.
 - c. If *none* of the circumstances (i-iv) above apply, then none of the adults associated with the program is considered a “Responsible Adult,” and the background check/training is not required. It is common for programs to have zero Responsible Adults because we prefer to avoid the situations above where possible.
4. Make everyone in the lab aware of the [Guidelines for Interacting with Minors](#) (including the requirement to [report abuse](#)).
5. Obtain the following documents from the trainee and submit them to Krista:
 - Work permit from the student’s school district
 - [Parent Release Form](#) signed by the trainee’s parent/guardian

Step 4 – Department appoints trainee to provide access to Harvard systems