

### **J-1 Student Intern - Application Process & Timeline**

A J-1 Student Intern is defined as a foreign national participating in a structured and guided work-based internship program in his or her specific academic field and who either is: currently enrolled full-time in and actively pursuing studies at a foreign ministerially-recognized degree- or certificate-granting post-secondary academic institution outside the United States, or graduated from such an institution no more than 12 months prior to the exchange visitor program begin date reflected on the Form DS-2019 [22 CFR 62.4]

1. **Department** sends prospective intern the “J-1 Student Intern Verification” form (pg. 7) to determine if the exchange visitor meets basic eligibility requirements for J-1 Student Intern category.
2. **Intern** returns the completed “verification” to department.
3. **Department** verifies English language proficiency through one of following. ***Each form must be substantiated with copies of test scores or a written evaluation of the interview:***
  - 1) A recognized English language test,
  - 2) Signed documentation from an academic institution or English language school, or
  - 3) A documented interview in-person, videoconferencing, or telephone interview if videoconferencing is not a viable option.
4. **Department**
  - Completes Part I of the *J-1 Student Intern Application* (pg. 3).
  - Sends Part II to student (pg. 4).
  - Sends copy of offer letter to student.
  - Supervisor completes Form DS-7002 (*See separate attachment*)
  - Sends DS-7002 to student for signature and date under “Certifications” on Section 3.
  - When student signs the form, they then rescan copy back to supervisor. The supervisor then signs the form on pg. 5.
5. **Intern** submits the following to the department:
  - Completed Part II of the *J-1 Student Intern Application* (pg. 4).
  - Financial support documentation (dated & translated into English conversion rates, if necessary).
  - Copy of picture passport page.
  - Signed and dated Form DS-7002 (electronic signature acceptable).
  - J-2 Dependent Application, if applicable (pg. 5).
6. **Department** compiles packet and submits it with the *Departmental Checklist* to the International Advisor in the ISSS.
7. **ISSS International Advisor** signs the Form DS-7002. The Department Supervisor will also sign the DS-7002 Form. The completed immigration documents (DS-2019 and DS-7002) is scanned to the student intern.
8. **Intern signs the completed Form DS-7002 & DS-2019**, pays the SEVIS fee <https://www.fmjfee.com/i901fee/>, and applies for a J-1 visa at a US Consulate. Visa processing times and procedures vary by Consulate. The intern should check the website of the US Consulate where he/she will apply for a visa to find out more about the application procedures and timeline <http://www.travel.state.gov/>.
9. **Intern** will receive additional information from the ISSS office regarding the mandatory check-in. The intern should complete the mandatory J-1 Online Orientation prior to arriving. Please visit the ISSS [website](#) for more information.

**Responsibilities of a J-1 Student Intern Supervisor/Professor**

**Supervisor:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Intern:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Application Processing Fee:** There is a **\$250** service fee per new exchange visitor DS-2019 request and a **\$150** service fee for extension request. Please check below to indicate the method of payment for this request. **If this Speedtype is from a Sponsored Program, a completed "Sponsored Programs Financial Administration Cost Transfer Justification Form" must also be submitted with this request.**

Speed type to be charged \_\_\_\_\_. Amount to be charged: \$200. A journal voucher will be processed for this amount.

Personal Check drawn on a US bank account, Cashiers' Check or Money Order made out to the "University of Louisville."

**Training/Internship Placement Plan (T/IPP - Form DS-7002)** See separate attachment.

The T/IPP must be completed and signed by the sponsoring department, student intern, and the International Advisor. Interns are required to bring the DS-7002 to their visa interview so accuracy is crucial. The Department of State (DOS) approves the specific sponsor (University of Louisville), Training/Internship Program Plan, and dates listed on the initial J-1 Intern application. The Intern is not allowed to make any changes after arrival without authorization from the J-1 Advisor, this restriction includes interning in a different department or changing internship duties. The maximum duration of the internship program is 12 months and must be full-time (minimum of 32 hours a week) (22 CFR 62.22).

**Financial Support:** The intern must have sufficient finances to support himself or herself and any accompanying dependants for their entire stay in the United States. The intern must submit documented evidence of at least \$1,200 per month, either via paid employment at UofL, home institution funding, or personal funds.

**English Language Skills:** Sponsors must ensure that interns have English language skills sufficient to function on a day-to-day basis in their internship environment. English language proficiency must be verified through the following means:

- 1) A recognized English language test,
- 2) Signed documentation from an academic institution or English language school, or
- 3) A documented interview in-person, videoconferencing, or telephone interview if videoconferencing is not possible.

**Job Restrictions:** Interns may not be placed in an unskilled or casual labor position, a position that requires or involves childcare or elder care, a position in the field of aviation, or in clinical positions, or engaging in any other kind of work that involves patient care or contact, including any work that would require medication, or other clinical or medical care. The position can require no more than 20% clerical work, and that all tasks assigned to a student intern are necessary for the completion of the student internship program.

**Housing and Support:** Departments are responsible for working with their student interns to find appropriate housing and helping with other day-to-day support (for example, transportation issues) as may be necessary for the student intern.

**Mandatory ISSS Check-In:** All J-1 student interns must check in with the J-1 International Advisor immediately upon their arrival on campus. If the intern does not check in within 30 days of their start date listed on their DS2019, the Department of State will terminate the intern's status and the intern will not be eligible to engage in his/her program or to legally remain in the US. *If the intern will be unable to check in with ISSS within 30 days of his/her start date, the department must notify ISSS.*

**Extensions of the Program:** Extensions are not possible beyond the 12 months maximum program participation set by the Department of State. If an extension request (within the 12-month limit) is made on behalf of the intern, a completed intern evaluation must be submitted with the request for program extension along with a new DS-7002 form. Contact the J-1 Advisor for the Student Intern Extension application packet. A \$100 processing fee will be required.

**Intern Evaluations:** All evaluations must be completed prior to the conclusion of the internship program. Programs exceeding 6 months require midpoint and concluding evaluations. Programs of six months or less require concluding evaluations only. A copy of the signed evaluation must also be given to the J-1 Advisor (*see separate attachment for the template evaluation forms*).

**Notice of Departure:** Sponsoring supervisors and interns must notify the J-1 Advisor of the intern's departure at the completion of the program. Failure to properly close the intern's program could lead to complications for the intern's future visits to the U.S.

**I have read the above and agree to fulfill all the requirements:** \_\_\_\_\_ (initials)

**Supervisor Signature:** \_\_\_\_\_

UNIVERSITY OF  
**LOUISVILLE**

Office of International Student and Scholar Services

*Jouett Hall  
International Center  
University of Louisville  
Louisville, KY 40292  
Phone: 502.852.6604*

**University of Louisville J-1 Student Intern Application  
Part 1**

**Part I – To be completed by the sponsoring UofL department:**

Intern: \_\_\_\_\_  
*Surname/Family Name* *Given Name*

Program Duration (Minimum 3 weeks and not to exceed 12 months):	Beginning Date:	Ending Date:		
Does the Intern have adequate English skills to complete the program?		Yes		No
Specify how this was verified (Test score, phone interview, videoconferencing, etc.):				
Will components of intern's program take place off the UofL campus?		Yes		No
If yes, please note address:				
Will the intern be paid by or through UofL?		Yes		No
If yes, how much funding?	Per Month: \$	Total: \$		
If no, source of funding:		Amount: \$		
What subject field best describes the focus of the intern's program?				

**Department Contact**

UofL Department:				
Name:				
Phone:		Email:		
Work Address:				

When the Application Packet is complete, how would you like to receive the documents?

<p>Scan and email to the exchange visitor. *Effective April 27, 2023, the Department of State permits an electronically transmit of the form DS-2019 [22 CFR 62.12(c) Distribution of Forms DS-2019].</p>
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or

<p>Send an email to confirm that the packet is ready to be picked up at International Center, Jouett Hall to the following person.</p>	<p>Contact Person: Email Address:</p>
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**University of Louisville J-1 Student Intern Application  
Part II**

**Part II – To be completed by the prospective student intern:**

**Attach the following documents to application and send to sponsor via email.**

**All personal information must match your passport:**

Copy of passport photo page

If funding is not from UofL, financial support documentation (dated & translated in English conversion rate indicating at least \$1,200 for every month of the duration of the intern.)

Signed DS-7002 form (Electronic signatures are acceptable.) *See separate attachment.*

**Intern**

\_\_\_\_\_  
*Surname/Family Name*

\_\_\_\_\_  
*Given Name*

Date of Birth (dd/mm/yyyy):			
City of Birth:		Country of Citizenship:	
Country of Birth:		Country of Permanent Residency:	
Foreign Address:			
Foreign Telephone#:			
Gender: ___ Male ___ Female	Marital Status:		Email:
Educational Level in Home Country:	Undergraduate    Graduate    Other _____		
Will you bring any dependents with you?	Yes	No	(If yes, fill out the <i>J-2 Dependent Application.</i> )
Are you currently in the US?	Yes	No	If yes, what type of visa are you on?

**FUNDING**

Will you receive any funding from sources other than UofL?		Yes	No
If yes, please provide information on the sources of funding, including personal funding.			
Funding source:			
Purpose of funding:			
Amount of funding	Per Month: \$	Entire Program: \$	

**Evidence of funding is required. Supporting evidence, such as a bank statement, scholarship letter, or any other sources of funding will need to accompany this application. The minimum funding per month is \$1,200.**

**INSURANCE**

**By signing below and submitting this form, I acknowledge that I will be responsible for complying with the insurance requirements set forth by the US Department of State and the University of Louisville. I have or will purchase the necessary insurance upon my arrival in the United States that will be in effect by the start date of my J1 Program.**

**Intern's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**J-2 Dependent Application**

Only required if dependent(s) will be accompanying the Intern.

Complete for all family members (spouse and children under 21) who will accompany you to the United States under the J-2 Dependent Visa status. Additional funding required: \$7,500 per year for each accompanying dependent.

**Intern**

\_\_\_\_\_  
*Surname/Family Name*

\_\_\_\_\_  
*Given Name*

**J-2 Dependents**

- May request employment authorization from USCIS once they have arrived in the US.
- May enroll in colleges or universities as part-time or full-time students. Minor dependents may enroll in local public schools.
- Must maintain the Department of States insurance requirements while in the US.

**All personal information must match the dependents' passports (copy of passport ID page required):**

**Spouse:**

\_\_\_\_\_  
*Surname/Family Name*

\_\_\_\_\_  
*Given Name*

Date of Birth (dd/mm/yyyy): \_\_\_\_\_

Place of Birth: \_\_\_\_\_

Country of Birth: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_

Country of Permanent Residency: \_\_\_\_\_

**Child:**

\_\_\_\_\_  
*Surname/Family Name*

\_\_\_\_\_  
*Given Name*

Date of Birth (dd/mm/yyyy): \_\_\_\_\_

Place of Birth: \_\_\_\_\_

Country of Birth: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_

Country of Permanent Residency: \_\_\_\_\_

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## Departmental Checklist

Please submit the following documents to the International Student & Scholar Services office in the Jouett Hall for the issuance of a DS-2019.

- \_\_\_\_\_ DS-7002, Training/Internship Placement Plan (T/IPP) Signed by the Supervisor's original signature and the intern's copied signature
- \_\_\_\_\_ Copy of signed offer letter from University of Louisville department
- \_\_\_\_\_ Curriculum Vitae of the intern
- \_\_\_\_\_ Signed "Responsibilities of a J-1 Student Intern Supervisor/Professor"
- \_\_\_\_\_ J-1 Student Intern Application, Parts I and II
- \_\_\_\_\_ Copy of prospective intern's picture passport page
- \_\_\_\_\_ Financial support documentation in the amount of \$1,200 per month for each month of internship in the U.S., if not fully funded by the University of Louisville
- \_\_\_\_\_ J-2 Dependent Application (if applicable) \_\_\_\_\_ Number of Dependents
- \_\_\_\_\_ Copy of dependents' picture passport page
- \_\_\_\_\_ Support letter from home institution's dean or academic advisor specifying:
  - name of student
  - degree level being pursued in home country (graduate/undergraduate/other)
  - academic major
  - approval for student to be employed by UofL (if applicable)

Submitted by University of Louisville Supervisor:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_

**J-1 Student Intern Verification**

**Complete the following form by checking the correct box and signing your name. This must be submitted to the sponsoring department of the University of Louisville before your application process can begin.**

Yes/True	No/False	Qualification Criteria
		I am currently enrolled full-time in my chosen career field at a degree or certificate-granting post-secondary academic institution outside the US.
		I have a sufficient grasp of the English language to function on a day-to-day basis. (Confirmation of language ability will be confirmed by department/sponsor via recognized language test, video conferencing or telephone interview.)
		This internship program will be in the field of my academic study. My dean or academic advisor will write a letter of support which confirms this.
		If I will be on the University of Louisville payroll, my dean or academic advisor must give approval and will include this in the letter of support.
		I can show that I have sufficient funds to support myself for the duration of my stay, through employment in the U.S., support from my home institution or personal funds. (The University of Louisville requires evidence of at least \$1,200 for every month of the program.)
		I have a passport valid for six months after the date of my intended entry to the United States.
		The primary objective of my trip is to engage in a full-time internship of at least 32 hours per week. If I wish to take a class at UofL it is limited to a maximum of 6 undergraduate credits during a regular term and 3 undergraduate credits during a summer term. I will be responsible for enrolling as a non-degree seeking student.
		The maximum duration of my internship is 12 months, and I am expected to depart the U.S. within 30 days of the completion of my program.
		I must have health insurance that meets the requirements set by the University of Louisville when I arrive in the US and effective by the start date listed on my DS2019. I have read and understand the attached information about health insurance.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

## **HEALTH INSURANCE FOR EXCHANGE VISITORS**

The US Department of State requires all J-1 Exchange Visitors and their accompanying J-2 dependents to carry health, repatriation and medical evacuation insurance during the entire period of time they are participating in the Exchange Visitor Program. An Exchange Visitor's visa status will be terminated if it is determined that the EV and accompanying dependents willfully failed to remain in compliance.

Exchange Visitors do not need to buy insurance prior to arrival in the US. However, they must have funds available to purchase it for themselves and their dependents upon their arrival on campus and ***be in effect by the start date listed on their DS2019 and continue coverage to the end date.*** Proof of purchase of the appropriate insurance must be presented to the International Advisor at the time of their check in.

### **Required Insurance Specifications**

#### **The US Department of State's Minimum Health Insurance Criteria of all J-1 and J-2 Visa Holders**

- Deductible may not exceed \$500.
- Medical benefits of at least \$100,000 per accident or illness for essential benefits, including hospitalizations, doctor services, prescription drugs, rehabilitation and mental health services, pregnancy, and newborn care.
- \$50,000 coverage for medical evacuation (medical evacuation provides transportation to your home country in the event of a medical emergency).
- \$25,000 coverage for repatriation (repatriation provides transportation to your home country in the event of death).
- Coverage must be in effect from the start to end date of intern's J1 program dates.

All J1 exchange visitors and any accompanying spouse and dependent(s) may also be subject to the requirements of the Affordable Care Act."

### **Where to find insurance information**

There are many insurance companies that offer the appropriate policies and you may select the one that fits your needs as long as it meet all of the above requirements. The following websites are those companies that students and scholars at the University of Louisville buy from most frequently. Please go to their websites to review their policies and cost. You may use other insurance companies to purchase your policy as long as it meets all of the Department of State's requirements. Read the policy information carefully and don't be afraid to ask questions to the companies before you buy.

- BETA [www.betins.com](http://www.betins.com)
- Compass [www.compassbenefit.com](http://www.compassbenefit.com)
- ISO Med [www.isoa.org](http://www.isoa.org)
- Visit [www.visitinsurance.com](http://www.visitinsurance.com)
- Insubuy [www.insubuy.com](http://www.insubuy.com)