



J-1 Student Intern Eligibility and Requirements

This program is designed for students who are currently enrolled in an undergraduate degree program outside the U.S. and who have an academic requirement for practical field experience. Internship programs provide unique opportunities for interns to gain practical experience on the process of conducting research in their academic field. The U.S. internship must fulfill educational objectives for the intern's degree program at his or her home institution.

Eligibility Requirements

The Intern program as set forth in an individualized Training Placement Plan (T/IPP) is a structured work-based learning program that:

- Reinforces a student's ongoing academic degree program at a foreign institution (not eligible after graduation).
- Exposes the intern to American techniques, methodologies and expertise and expands his/her knowledge/skills
- Enhances the intern's knowledge of American culture and society;
- Has a minimum of 3 weeks and maximum duration of 12 months (with no extensions permitted).
- The internship is full-time (minimum of 32 hours a week) and no more than 20% of the tasks can be clerical;
- Internships involving in any type of clinical, patient care or contact or therapy are NOT eligible (e.g., sports or physical therapy, psychological counseling, nursing, dentistry, veterinary medicine, social work, speech therapy, early childhood education).
- Internship must meet all requirements of the Fair Labor standard Act. In addition, programs must not displace "American workers" (including full or part-time, temporary or permanent) and must "exist solely to assist trainees and interns in achieving the objectives of their participation in training and internship programs."
- Must maintain health insurance during the entire program that meets State Department minimum requirements.

Internship Structure

The sponsoring department is responsible for providing cultural and professional exchange opportunities for the visiting Student Intern.

State Department Form DS-7002 - Training/Internship Placement Plan (T/IPP)

The fillable Form DS-7002, Training/Internship Placement Plan (T/IPP) must be completed and signed by the faculty supervisor, the prospective Intern and by the ISO as a first step in the process and before ISO can issue form DS-2019, the J-1 visa document needed to apply for a J-1 visa. The completed DS-7002 must be presented to the U.S. Embassy, along with the DS-2019 and supporting documents when the Intern applies for a J-1 visa.

Length of Program

- The minimum length is 3 weeks; the maximum duration is 12 months per degree program. No extensions beyond the 12 months are permitted. However, the 12 months can be divided into smaller periods during a student's degree program. Participation after completing the degree is not permitted.
- Extension requests require a completed Student Intern Evaluation along with a new DS-7002 T/IPP form.
- The internship program must be full-time with a minimum of 32 hours a week.



Education / Degree Requirement (Verified by signed copy of Home Institution Certification Form)

- Interns must be currently enrolled in and pursuing an undergraduate degree at a university outside the U.S to qualify. Students who have already completed their academic programs are not eligible. *Note: Students who have completed the equivalent to a U.S. bachelor's degree may be hosted as J-1 Short-term Scholars or Research Scholars. Contact the ISO for additional information.*
- Certification of good academic standing with his/her institution.
- Certification that the internship program at TCU will fulfill the educational objectives for the current degree program and that he/she will continue in the academic program upon completion of the internship at TCU.

English Language Requirements

Sponsors must ensure that a prospective Intern has verifiable English language skills sufficient to function on a day-to-day basis in the internship environment. English language proficiency must be verified by the following:

- TOEFL (minimum 550 on paper-based or 80 on Internet-based test); or
- Academic IELTS (minimum of an overall band score of 6.0 with no individual score below 5.0.)

Evidence of Financial Support:

The intern must be able to document financial support in the amount of \$2,000.00 USD per month minimum funding. Additional funding is required for any dependents. Documents must be in English, or accompanied by English translation. This may be in the form of any of the following:

- Personal finances can be documented with a bank letter that is signed by a bank official on bank stationery or with a recent bank statement showing available funds.
- If sponsored by family member, attach a letter of sponsorship to the bank statement.
- A contract or an award letter from a sponsoring organization or institution indicating the dates that the intern's expenses will be covered and the amount of funding provided;
- TCU funding (contract letter).

Evaluations

Intern regulations require the TCU sponsoring faculty to complete a written evaluation for each Intern's performance within 15 days prior to the conclusion of the internship. For programs lasting more than 6 months, a midpoint evaluation is also required within 15 days of the midpoint mark. The evaluation must be forwarded to the ISO for required records subject to DOS audit. *The final evaluation is due to the ISO before the Intern leaves the U.S.*

On Campus Privileges

Interns are not TCU students. Therefore, they may not have access to on campus privileges enjoyed by TCU students; although they must be continuing students in their home countries. They do not need to register for classes although they may enroll as part-time, non-degree-seeking students at TCU. This will be infrequent since student interns must be employed full time, 32 hours or more, and will not normally have time to take courses.

Mandatory Immigration Check-in at the ISO / Mini-Orientation



DOS requires that all J-1 visitors check in with the ISO by the DS-2019 Start Date. If the Intern does not Check-In timely, DOS will terminate the Intern's SEVIS status and he/she will not be eligible to engage in his/her program at TCU or to remain legally in the U.S.

NOTE: If the Intern will be unable to arrive or check in with the ISO by the DS-2019 Start Date, the department agrees to promptly notify the ISO to protect the visa status of the incoming Intern.

Interns must bring all of the following documents to the ISO Check-In:

- Immigration documents: passport with J-1 visa, DS-2019, most recent I-94
- Evidence of insurance meeting at least the minimum U.S. Department of State requirements;
- U.S residential address and U.S. mailing addresses, if different than residential address

Employment Restrictions

The J-1 Intern is approved for the specific academic department, Training/Internship Program Plan, and dates listed on the initial J-1 Student Intern application. The Intern is NOT authorized to change programs without authorization from the ISO; this restriction includes interning in a different department within TCU or changing internship duties. If there is a change in the training plan for the Student Intern, the department must notify the ISO immediately.

Notice of Departure

Sponsoring professors and Student Interns are responsible to notify the ISO of the Student Intern's departure at the completion of the program. If the Student Intern's program is not properly closed with immigration it could lead to complications for the Student Intern in future visits to the United States.

Departmental Checklist and process for Inviting J-1 Student Interns

Departmental Checklist

- Form A Department Request Form - Completed by Department
- Letter of invitation from Academic Department (Dates of Activity should match the DS-7002)
- DS-7002 Completed and signed by TCU Host Faculty and Intern
- Form B Prospective Intern Data Sheet - Completed by Intern (3 pages)
- Proof of English Proficiency
 - TOEFL (minimum 550 on paper-based or 80 on Internet-based test); or
 - Academic IELTS (minimum of an overall band score of 6.0 with no individual score below 5.0.)
 - A documented interview conducted by the department in-person, via videoconference, or by telephone
- Signed copy of Home Institution Certification Form where degree is being pursued abroad
- Proof of Financial Funding in English (If not fully funded by TCU)
- Copy of passport (biographical page and any U.S. visa page) for Intern and any dependents
- Current Resume or CV

Application Process Overview

Step 1. Prospective Intern contacts the academic department, typically the faculty member for which he/she would like to do a research internship.



Step 2. TCU host faculty reviews the request to verify academic requirements for the J-1 Intern program (see Eligibility and Requirements discussed above). If the TCU host faculty wishes to offer an internship:

- TCU host faculty prepares a Training/Internship Placement Plan. The plan is sent to the student for review and signature. (See guidance below: HOW TO COMPLETE DS-7002 TRAINING PLAN TIPS & ROUTING)
- Host department requests the following documentation from the Intern to be submitted to the host department to include with departmental documents when submitting a complete request to ISO:
 - Form B Prospective Intern Data Sheet - Completed by Intern (3 pages)
 - Proof of English Proficiency
 - TOEFL (minimum 550 on paper-based or 80 on Internet-based test); or
 - Academic IELTS (minimum of an overall band score of 6.0 with no individual score below 5.0.)
 - Signed copy of Home Institution Certification Form where degree is being pursued abroad
 - Proof of Financial Funding in English (If not fully funded by TCU)
 - Copy of passport (biographical page and any U.S. visa page) for Intern and any dependents
 - Current Resume or CV

Step 3. Department forwards all documentation to the ISO as a complete request for J-1 Intern sponsorship and issuance of the DS-2019. The ISO reviews the application packet for eligibility requirements. If the application packet is complete and eligibility is met, the ISO creates a SEVIS record, inputs all required data, including DS-7002 and prepares the J-1 DS-2019, signs the T/IPP and prepares a pre-arrival packet. The host Department will be notified when the DS-2019 / DS-7002 package is ready for department pick-up and express mail the packet overseas.

Step 4. The Intern will receive the original DS-2019, along with the final DS-7002 with original signatures from the ISO and host faculty needed to apply for a J-1 visa at the US embassy/consulate. She / he is required to:

- Review the J-1 DS-2019 for errors (Do NOT send a scanned or faxed copy. This is prohibited by law.)
- Pay the SEVIS fee of \$220 online, at least three business days before the date of the visa interview
- Complete the DS-160 visa application form and schedule a visa interview at the U.S. Embassy/Consulate
- Ensure the US Embassy/Consulate processes the J-1 visa stamp and attaches it to the passport
- Research and select a health insurance plan that meets J-1 health insurance requirements

Step 5. The Department of State requires that all J-1 visitors check-in with their J-1 sponsor (ISO) by the DS-2019 Start Date. The intern is required to:

- Check-in with the host academic department
- Arrange an appointment with the ISO for Immigration Check-In and validation. Bring their passport, DS-2019, proof of health insurance, and local address

How to Complete DS-7002 Training Plan: Routing and Tips

ROUTING: The TCU Intern Form DS-7002 should be routed as follows:

- TCU Faculty Supervisor prepares a Training/Internship Placement Plan and completes DS-7002, Section 1: PARTICIPANT INFORMATION, SECTION, 2: COMPENSATION, SECTION 4: TRAINING/INTERNSHIP PLACEMENT PLAN.
- TCU Faculty Supervisor then forwards a copy to the Intern for review and signature
- Intern completes & signs page 1, Section 3: Certifications



- Intern shows TIPP to his Dean / Academic Advisor at his degree granting institution abroad to assist with completing and signing the Home Institution Certification Form
- Intern forwards TIPP with all required supporting docs to TCU host department (scanned copies permissible)
- TCU Faculty Supervisor then provides an original signature in blue ink on Form DS-7002.
 - NOTE: The completed original fillable DS-7002 PDF must also be forwarded electronically to the ISO at the same time as the complete request with all required supporting documents.
 - Due to recent changes, all DATA from the DS-7002 MUST BE INPUT by the ISO to SEVIS BEFORE a DS-2019 CAN BE ISSUED. The completed fillable version will enable us to copy and paste from the PDF into SEVIS.
 - Note: Faculty signs on page 5 following SECTION 4: TRAINING/INTERNSHIP PLACEMENT PLAN and not on page 2 as Sponsor / Responsible Officer. ISO signs as Sponsor/ Responsible Officer. Original signatures (blue ink) are required from the faculty supervisor and ISO Responsible Officer to facilitate J-1 visa issuance.
- Department forwards the DS-7002 along with all supporting documents as a complete package to the ISO, including the DS-7002 with an original signature from TCU Faculty supervisor.

Training Plan Tips

The "Training Plan" (Form DS-7002 Training/Internship Placement Plan) is a Department of State form that is required for the Intern to obtain a visa. Please consider the following guidelines when filling out the training form:

PHASES - the Training Form asks that the internship program be broken down into several phases, if applicable:

- SECTION 4: TRAINING/INTERNSHIP PLACEMENT PLAN, page 3 & 4 should be printed as often as necessary to describe the internship program phases.
- TIPS FOR COMPLETING PHASE INFORMATION SECTION: ISO has inserted guidance listed between [BRACKETS] into data fields on the TCU DS-7002 template. Please remove the guidance to insert the relevant data requested. All data fields must be complete to ensure that the visa application process will be successful.



TRAINING/INTERNSHIP PLACEMENT PLAN

SECTION 1: ADDITIONAL EXCHANGE VISITOR INFORMATION

Trainee/Intern Name (Surname/Primary, Given Name(s) (must match passport name))		E-mail Address
Program Sponsor		Program Category
Occupational Category	Current Field of Study/Profession	Experience in Field (number of years)
Type of Degree or Certificate	Date Awarded (mm-dd-yyyy) or Expected	Training/Internship Dates (mm-dd-yyyy) From To

SECTION 2: HOST ORGANIZATION INFORMATION

Organization Name		Phase Site Address		Suite
City	State	ZIP Code	Website URL	
Employer ID Number (EIN)	Exchange Visitor Hours Per Week	Compensation Stipend <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how much? _____ per _____ Non-Monetary Compensation <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, value? _____ per _____		
Workers' Compensation Policy <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Name of Carrier _____			Does your Workers' Compensation policy cover exchange Visitors? <input type="checkbox"/> Yes <input type="checkbox"/> No, exempt <input type="checkbox"/> No, but equivalent coverage	
Number of FT Employees Onsite at Location	Annual Revenue <input type="checkbox"/> \$0 to \$3 Million <input type="checkbox"/> \$3 Million to \$10 Million <input type="checkbox"/> \$10 Million to \$25 Million <input type="checkbox"/> \$25 Million or More			

SECTION 3: CERTIFICATIONS

Trainee/Intern - I certify that:

- I have reviewed, understand, and will follow this Training/Internship Placement Plan (T/IPP);
- I am entering into this Exchange Visitor Program in order to participate as a Trainee or Intern as delineated in this T/IPP and not simply to engage in labor or work within the United States.
- I understand that the intent of the Exchange Visitor Program is to allow me to enhance my skills and gain exposure to U.S. culture and business in a way that will be useful to me when I return home upon completion of my program.
- I understand that my internship/training will take place only at the organization listed on this T/IPP and that working at another organization while on the Exchange Visitor Program is prohibited.
- I will contact the Sponsor at the earliest available opportunity regarding any concerns, changes in, or deviations from this T/IPP.
- I will respond in a timely way to all inquiries and monitoring activities of my sponsor.
- I will follow all of my sponsor's guidelines required for my participation in my program.
- I will contact the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) at the earliest possible opportunity if I believe that my sponsor or supervisor (as set forth on page 3, section 4), is not providing me with a legitimate internship or training, as delineated on my T/IPP; and
- I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

Printed Name of Trainee/Intern _____ Date (mm-dd-yyyy) _____

Signature of Trainee/Intern _____

Sponsor-

1. I have reviewed, understand, and will ensure that the Supervisor (as set forth on page 3, section 4) follows this Training/Internship Placement Plan (T/IPP) regarding the Trainee or Intern listed above;
2. I will notify the designated U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) at the earliest available opportunity regarding any concerns about, changes in, or deviations from this Training/Internship Placement Plan (T/IPP), including, but not limited to, changes of Supervisor or host organization;
3. I will adhere to all applicable regulatory provisions that govern this program (see 22 CFR Part 62), including, but are not limited to, the following:
 - a. I will ensure that the Trainee or Intern named in this T/IPP receives continuous on-site supervision and mentoring by experienced and knowledgeable staff;
 - b. I have confirmed with the Supervisor or host organization representative that sufficient resources, plant, equipment, and trained personnel will be available to provide the specified training or internship program set forth in this T/IPP;
 - c. I will ensure that the Trainee or Intern named in this T/IPP obtains skills, knowledge, and competencies through structured and guided activities such as classroom training, seminars, rotation through several departments, on-the-job training, attendance at conferences, and similar learning activities, as appropriate in specific circumstances;
 - d. I will ensure that the Trainee or Intern named in this T/IPP does not displace full-or part-time temporary or permanent American workers or serve to fill a labor need and ensure that the position that the Trainee or Intern fills exists primarily to assist the Trainee or Intern in achieving the objectives of his or her participation in this training or internship program;
 - e. I certify that this training or internship meets all the requirements of the Fair Labor Standards Act, as amended (29 U.S.C. 201 et seq.), if applicable. I also certify that training or internships in the field of agriculture meet all requirements of the Migrant and Seasonal Agricultural Worker Protection Act, as amended (29 U.S.C. 1801 et seq.).
 - f. I will notify the Department of State if I receive information regarding a serious problem or controversy involving the Trainee or Intern named in this T/IPP that could be expected to bring the Department of State, the Exchange Visitor Program, or the Sponsor's exchange visitor program into notoriety or disrepute; and
 - g. I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

Signature of Responsible Officer or Alternate Responsible Officer _____

Printed Name of Responsible Officer or Alternate Responsible Officer _____ Date (mm-dd-yyyy) _____

Name of Sponsor Organization _____ Program Number _____

What plans are in place for the Trainee/Intern to participate in cultural activities while in the United States?

What specific knowledge, skills, or techniques will be learned?

How specifically will these knowledge, skills, or techniques be taught? Include specific tasks and activities (Interns) and/ or methodology of training and chronology/syllabus (*Trainees*).

How will the Trainee/Intern's acquisition of new skills and competencies be measured?

Additional Phase Remarks (*optional*)

Phase Supervisor - I certify that:

1. I have reviewed, understand, and will follow this Training/Internship Placement Plan (*T/IPP*);
2. I will contact the Sponsor at the earliest possible opportunity if I believe that the Trainee or Intern is not receiving the type of training delineated on this T/IPP;
3. I will actively support the Sponsor by adhering to all applicable regulatory provisions that govern this program (*see 22 CFR Part 62*);
4. The Trainee or Intern named in this T/IPP will not displace full-or part-time, seasonal or permanent American workers, or serve to fill a labor need;
5. I will conduct the required periodic evaluations of the Trainee or Intern named in this T/IPP;
6. I will notify the designated Sponsor contact at the earliest available opportunity regarding any concerns about, changes in, or deviations from this T/IPP.
7. I will notify the Sponsor in the event of an emergency involving the Trainee or Intern named in this T/IPP, as well as any information that I receive about the Trainee or Intern that might have an effect on that exchange visitor's health, safety, or welfare;
8. I will notify the Sponsor if I receive information regarding a serious problem or controversy involving the Trainee or Intern named in this T/IPP that could be expected to bring the Department of State, the Exchange Visitor Program, or the Sponsor's exchange visitor program into notoriety or disrepute;
9. I am participating in this Exchange Visitor Program in order to provide the Trainee or Intern named in this T/IPP with training or an internship as delineated in this T/IPP;
10. I certify that this training or internship meets all the requirements of the Fair Labor Standards Act, as amended (29 U.S.C. 201 et seq.), if applicable. I also certify that training or internships in the field of agriculture meet all requirements of the Migrant and Seasonal Agricultural Worker Protection Act, as amended (29 U.S.C. 1801 et seq.).
11. I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

Signature of Supervisor _____

Printed Name of Supervisor _____ Date (mm-dd-yyyy) _____

PRIVACY ACT STATEMENT

AUTHORITIES: The information is sought pursuant to Section 102 of the Mutual Educational and Cultural Exchange Act of 1961, as amended (*the Fulbright-Hays Act*)(22 U.S.C. 2452) which provides for the administration of the Exchange Visitor Program (*J visa*).

PURPOSE: The information solicited on this form will be used to provide clarity of training and intern programs offered by entities designated by the U.S. Department of State to conduct exchange visitor programs; for general statistical use; and to administer the Trainee and Intern categories of the Exchange Visitor Program.

ROUTINE USES: The information on this form may be shared with entities administering the program on behalf of the Department; federal, state, local, or foreign government entities for law enforcement purposes; to members of Congress in response to a request on your behalf . More information on the Routine Uses for the system can be found in the System of Records Notice State-08, Educational and Cultural Exchange Program Records.

DISCLOSURE: Participation in this program is voluntary; however, failure to provide the information may delay or prevent participation in the Exchange Visitor Program.

PAPERWORK REDUCTION ACT

Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: ECA/EC, SA-4E, U.S. Department of State, Washington, DC 20522-0505.



FORM A – DEPARTMENT REQUEST FOR J-1 STUDENT INTERN SPONSORSHIP

To be completed by host TCU department inviting an undergraduate J-1 Student Intern. Please answer all questions as accurately as possible.

This information will be submitted to SEVIS and serve as the basis of issuing Form DS-2019 required for the Intern to apply for a J-1 visa abroad.

Please attach the following documents to Form A and submit to ISO as a complete request:

- Letter of invitation from Academic Department (Dates of Activity should match the DS-7002)
- Form DS-7002 - Completed and signed by TCU Host Faculty and prospective Intern
- Documentation of English Proficiency (TOEFL / IELTS score)
- Form B - Completed by prospective Intern. (3 pages)
- Signed copy of Home Institution Certification verifying enrollment in degree abroad and good academic standing.
- Evidence of financial support in English (or with English translation), if not fully funded by TCU
- Current Resume or CV
- Copy of passport biographical / expiration page and any U.S. visa pages.

HOST DEPARTMENT / FACULTY SUPERVISOR INFORMATION

TCU School/College: _____	Department Name: _____
Department Address: _____	
Name of Department Chair: _____	E-mail address: _____
Chair's Phone # _____	Fax # _____
Name of Host TCU Faculty: _____	E-mail address: _____
Host Faculty Phone # _____	Fax # _____
Name of Dept. Admin/Contact person: _____	E-mail address: _____
Admin's Phone # _____	Fax # _____

DELIVERY OF VISA DOCUMENTS. Normal processing time to create a DS-2019 for a J-1 Intern (and each dependent) is 10 business days after receipt of all required documents, if complete and accurate. The ISO will notify the department contact to pick up and send the DS-2019 package to the Intern when ready.

PROSPECTIVE J-1 INTERN INFORMATION

Passport Family / Last Name: _____	Passport Given / First Name(s): _____	Middle Name: _____
Country of Citizenship: _____	Date of Birth: _____	<input type="checkbox"/> Male <input type="checkbox"/> Female
Internship Dates: (Must match dates on invitation letter and DS-7002): From (Month / Day / Year): _____ To (Month / Day / Year): _____		
Position Title: _____		



SITE OF ACTIVITY

The exact address where Intern will be working must be recorded in SEVIS. Any changes to Site of Activity must be promptly reported to ISO to update SEVIS.

Department Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

SUPPORT SERVICES PROMISED TO INTERN

TCU email account Library access Office Space Computer TCU telephone Other, please indicate:

ENGLISH PROFICIENCY

Check one:

TOEFL (Minimum 550 on paper-based or 80 on Internet-based test) - Certification by a recognized English language test: A copy of the test score is provided.

Academic IELTS (Minimum of an overall band score of 6.0 with no individual score below 5.0.) - Certification by a recognized English language test: A copy of the test score is provided.

FINANCIAL SUPPORT INFORMATION

Indicate all funding sources in U.S. dollars. Documentation must accompany all sources of financial support, except funds provided by TCU. Minimum support of \$2,000 USD per month is required for the principal visitor. Additional funding is required for any dependents.

FUNDING SOURCE	Amount per Month (USD)	# Of Months	Total Amount
Texas Christian University – Salary (includes government grants to TCU)	\$ _____	_____	\$ _____
Texas Christian University – Other (non-salary) Specify type below (e.g. – reimbursement, per diem, etc.): _____	\$ _____	_____	\$ _____
U.S. Government Agency (includes grants directly to Intern for international exchange)	\$ _____	_____	\$ _____
Visitor’s Home Government	\$ _____	_____	\$ _____
International Organization (paid directly only, i.e. NATO, UN, WHO)	\$ _____	_____	\$ _____
Binational Commission (E.g. – Fulbright)	\$ _____	_____	\$ _____
Personal Funds (attach copy of bank statement – must be dated within last 6 months)	\$ _____	_____	\$ _____
Other (specify below – i.e. home institution name): _____	\$ _____	_____	\$ _____
TOTAL FUNDING SUPPORT FOR VISIT			\$ _____



SPONSORING DEPARTMENT RESPONSIBILITIES AND CERTIFICATION

- Verify that prospective Intern is an undergraduate student currently enrolled at an overseas institution and intends to return.
- Ensure that internship activities are full-time (minimum of 32 hours/wk.), not more than 20% clerical duties. The Intern will not displace full-time or part-time U.S. workers. The internship meets all requirements of the Fair Labor standard Acts.
- Provide prospective Intern with Letter of Invitation for visa interview.
- Facilitate appointment with ISO for Immigration Check-In upon Intern’s arrival.
- Notify ISO if the Intern fails to participate in the approved activities or if the Intern’s activities, objective, or participation changes in any way (duration, objective, location of activity, etc.). Advance approval is required prior to any changes.
- Submit Internship Evaluation Form at completion of the intern program. If program is longer than 6 months two evaluations are required, one at the half way point and one at conclusion.
- Notice of departure to ISO is required to ensure that the SEVIS record is properly closed out.

Dept. Admin. Contact	NAME (PRINTED): _____	SIGNATURE: _____	DATE (MM/DD/YYYY): _____
Faculty Supervisor	NAME (PRINTED): _____	SIGNATURE: _____	DATE (MM/DD/YYYY): _____
Department Chair	NAME (PRINTED): _____	SIGNATURE: _____	DATE (MM/DD/YYYY): _____
Dean	NAME (PRINTED): _____	SIGNATURE: _____	DATE (MM/DD/YYYY): _____



FORM B – PROSPECTIVE J-1 INTERN DATA SHEET

To be completed by the prospective J-1 Intern coming to TCU. Please answer all questions as accurately as possible. This information will be submitted to the U.S. Department of Homeland Security to create Form DS-2019, Certificate of Eligibility for Exchange Visitor (J-1) status, a government document needed to obtain a J visa. Unclear information or unanswered questions may cause a delay.

Please attach the following documents to Form B and submit to TCU Host Department:

- Form DS-7002 - Completed and signed by TCU Host Faculty and prospective Intern
- Signed copy of HOME INSTITUTION CERTIFICATION FORM verifying enrollment in degree abroad and good academic standing.
- Documentation of English Proficiency (TOEFL / IELTS score)
- Evidence of financial support with English translation, if not fully funded by TCU
- Copy of Resume or CV
- Copy of passport biographical page / expiration page and any U.S. visa pages.

Please Note: Please return this form directly to the TCU host department with supporting documents attached. After receiving a completed application package from the TCU department, the International Services Office will process and prepare a DS-2019 form and packet. The TCU host department will be contacted to pick up the original DS-2019 and DS-7002 with original signatures to mail to the Intern. The Intern must then take the DS-2019, DS-7002 and supplemental documents to a U.S. Embassy or Consulate to obtain a J-1 visa for entry to the U.S.

PROSPECTIVE J-1 INTERN INFORMATION

Passport Family / Last Name: _____		Passport Given / First Name(s): _____		Middle Name: _____	
Intern Email: _____			Intern Phone: _____		
<input type="checkbox"/> Male <input type="checkbox"/> Female			Date of Birth: _____ (Month / Day / Year)		
City of birth: _____			Country of birth: _____		
Country of Citizenship: _____			Country of legal permanent residence: _____		
Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married			Children: <input type="checkbox"/> No <input type="checkbox"/> Yes *If yes, you must complete dependent form		
Last position in home country: <input type="checkbox"/> Student <input type="checkbox"/> Employee			If student, specify degree level: <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate		
Home Institution Name: _____			Degree Field of Study _____		
HOME ADDRESS ABROAD					
Street Address: _____					
City: _____		State or Province: _____		Country: _____	
Zip: _____					
Have you been in the U.S. in J-1 or J-2 status within the past 24 months? <input type="checkbox"/> No <input type="checkbox"/> Yes (Please attach previous DS-2019s)					
Institution that issued your DS-2019		J-1 Category (Section 4 of DS-2019)		DS-2019 Start Date (Month / Day / Year)	
				DS-2019 End Date (Month / Day / Year)	
PROPOSED INTERNSHIP DATES AT TCU: (must match dates on invitation letter and DS-7002)		From: _____ (Month / Day / Year)		To: _____ (Month / Day / Year)	



FINANCIAL SUPPORT INFORMATION

Indicate all funding sources in U.S. dollars. Documentation must accompany all sources of financial support, except funds provided by TCU. Minimum support of \$2,000 USD per month is required for the principal visitor. Additional funding is required for any dependents.

FUNDING SOURCE	Amount per Month (USD)	# Of Months	Total Amount
Texas Christian University – Salary (includes government grants to TCU)	\$ _____	_____	\$ _____
Texas Christian University – Other (non-salary) Specify type below (e.g. – reimbursement, per diem, etc.): _____	\$ _____	_____	\$ _____
U.S. Government Agency (includes grants directly to Intern for international exchange)	\$ _____	_____	\$ _____
Visitor’s Home Government	\$ _____	_____	\$ _____
International Organization (paid directly only, i.e. NATO, UN, WHO)	\$ _____	_____	\$ _____
Binational Commission (E.g. – Fulbright)	\$ _____	_____	\$ _____
Personal Funds (attach copy of bank statement – must be dated within last 6 months)	\$ _____	_____	\$ _____
Other (specify below – i.e. home institution name): _____	\$ _____	_____	\$ _____
TOTAL FUNDING SUPPORT FOR VISIT			\$ _____

I certify that the information provided is true and correct.

J-1 Intern Applicant Signature: _____ Date: _____

ACKNOWLEDGEMENT OF HEALTH INSURANCE REQUIREMENT & INTENT TO COMPLY

The US government requires all J-1 Exchange Visitors and J-2 dependents to be covered by medical insurance meeting specific minimum criteria during their entire stay in the U.S. It is the responsibility of each exchange visitor to obtain and maintain such insurance. Failure to obtain or maintain adequate insurance for yourself or any J-2 dependents is considered a violation of J-1 regulations, which will result in termination of your J-1 Exchange Visitor Program.

I understand that the Department of State requires me and all of my J-2 dependent family members to have the following minimum health insurance coverage throughout my stay in the U.S.:

- Medical benefits of at least \$ 100,000 per accident or illness;
- Repatriation of remains in the amount of \$ 25,000;
- Medical evacuation to your home country in the amount of \$50,000;
- A deductible not to exceed \$ 500 per accident or illness.
- The insurance policy must be underwritten by an insurance corporation having an A.M. Best rating of "A-" or above, an Insurance Solvency International, Ltd. (ISI) rating of "A-1" or above, a Standard & Poor's Clams-paying Ability of "A-" or above, a Weiss Research, Inc. rating of B+ or above, or insurance backed by the full faith and credit of the government of the exchange visitor's home country.

I understand that government regulations require the university to notify the Department of State and terminate my J-1 status if they determine that I or my family members fail to comply with the health insurance requirements

I have been informed about the health insurance requirements, and the need to maintain the insurance for myself and all family members throughout my stay at TCU.

J-1 Intern Applicant Signature: _____ Date: _____



DEPENDENT DATA

(Spouse or children under 21 only) - [To be completed by prospective Intern]

Please complete this section for any family members who will travel with you to the U.S. or who will arrive later to join you. Each dependent in J-2 status will need a separate DS-2019 prepared for them. Only your spouse or children under 21 are eligible for J-2 dependent status.

Please Note: Financial support must also be shown for family members; at least \$1,000/per month for spouse; \$500/per month for each child plus the cost of insurance.

PASSPORT FAMILY / LAST NAME:	PASSPORT GIVEN / FIRST NAME(S):
Middle Name: _____	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Relationship to J-1: _____	Date of Birth: (Month/Day/Year): _____
City of Birth: _____	Country of Birth: _____
Country of Citizenship: _____	Country of Legal Permanent Residence: _____
PASSPORT FAMILY / LAST NAME:	PASSPORT GIVEN / FIRST NAME(S):
Middle Name: _____	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Relationship to J-1: _____	Date of Birth: (Month/Day/Year): _____
City of Birth: _____	Country of Birth: _____
Country of Citizenship: _____	Country of Legal Permanent Residence: _____
PASSPORT FAMILY / LAST NAME:	PASSPORT GIVEN / FIRST NAME(S):
Middle Name: _____	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Relationship to J-1: _____	Date of Birth: (Month/Day/Year): _____
City of Birth: _____	Country of Birth: _____
Country of Citizenship: _____	Country of Legal Permanent Residence: _____
PASSPORT FAMILY / LAST NAME:	PASSPORT GIVEN / FIRST NAME(S):
Middle Name: _____	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Relationship to J-1: _____	Date of Birth: (Month/Day/Year): _____
City of Birth: _____	Country of Birth: _____
Country of Citizenship: _____	Country of Legal Permanent Residence: _____



**J-1 STUDENT INTERN
HOME INSTITUTION CERTIFICATION**

DIRECTIONS: This form should be completed by the Intern’s Dean or Academic Advisor in the home country institution (not in the U.S.). This information is to certify that the Intern is a currently enrolled, degree-seeking undergraduate student outside of the U.S. and that the proposed internship at the Texas Christian University (TCU) is essential to Intern’s academic pursuits. The Intern should show a copy of the Form DS-7002: Training / Internship Placement Plan completed by the Intern’s prospective TCU Faculty Supervisor.

Student Intern Information		
Passport Family / Last Name: _____	Passport Given / First Name(s): _____	Middle Name: _____
Date of Birth: _____ (Month / Day / Year)		<input type="checkbox"/> Male <input type="checkbox"/> Female
TCU Academic Department Hosting the Intern: _____		
Name of Home Institution: _____		
Mailing Address of Home Institution: _____		
Major Field of Study: _____	Degree Sought (ex. Bachelor, Masters): _____	
Anticipated Date of Graduation: (mm/dd/yyyy): _____	Dates of Internship:	
	From: _____ (Month / Day / Year)	To: _____ (Month / Day / Year)
How will this TCU internship program fulfill the educational objectives of the student's current degree program? _____		

DEAN / ACADEMIC ADVISOR CERTIFICATION

I hereby certify the following information for the above listed student:

- The student is currently enrolled pursuing a post-secondary undergraduate degree at this institution and is in good academic standing;
- I have reviewed a copy of Form DS-7002: Training / Internship Placement Plan completed by the Intern’s prospective TCU Faculty Supervisor;
- The student has the appropriate educational background to participate in the internship in research program;
- The internship program at TCU will fulfill educational objectives of the student's current degree program at our institution;
- The internship will expose the student to American techniques, methodologies, and technology that will expand upon his or her current knowledge or skills;
- The student will be returning to this institution to complete his/her studies upon completion of the internship program.

Name of Dean or Academic Advisor (please print): _____	Signature: _____
Title: _____	Date: _____
Email address: _____	Telephone Number: _____