J-1 Student-Intern: The Basics

Presenters: Stacey Buachart & Betsy Madden
J-1: Exchange Visitor Visa

- objective is "to increase mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchanges."

- J-1 has many categories

  - Student categories
  - Scholar categories
  - ...and several others, including Student-Intern!
Until now at the U of M:

Student  Scholar

Categories:

Non-Degree  Bachelors  Research Scholar  Professor
Masters  Doctorate  Short-Term Scholar
So where do Student-Interns fit in?

**Student**
- Formally admitted to the UofM as student
- Primary purpose is to take courses

**Student-Intern**
- Enrolled in a post-secondary school outside the U.S.
- Invited by UofM department (in paid or unpaid role)
- Primary purpose is to receive training in their major

**Scholar**
- Invited by UofM department (in paid or unpaid role)
- Primary purpose is to do research, teach, &/or observe

Categories:
- Non-Degree
- Bachelors
- Masters
- Doctorate
- Student-Intern
- Research Scholar
- Professor
- Short-Term Scholar
**J-1 Categories**

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Research Scholar</strong></td>
<td>• Primarily conducting research, observing and may also teach or lecture.</td>
</tr>
<tr>
<td></td>
<td>• Minimum stay in U.S. is 3 weeks, maximum is 5 years.</td>
</tr>
<tr>
<td></td>
<td>• Minimum degree: Bachelor’s or int’l equivalent</td>
</tr>
<tr>
<td><strong>Professor</strong></td>
<td>• Primarily teaching, lecturing, observing and may conduct research.</td>
</tr>
<tr>
<td></td>
<td>• Minimum stay in U.S. is 3 weeks, maximum is 5 years.</td>
</tr>
<tr>
<td></td>
<td>• Minimum degree: Bachelor’s or int’l equivalent</td>
</tr>
<tr>
<td><strong>Short-Term Scholar</strong></td>
<td>• Person with similar education to professor/research scholar coming for short-term visit primarily for lecturing, observing, training, etc.</td>
</tr>
<tr>
<td></td>
<td>• No minimum stay required. Maximum stay in U.S. is 6 months.</td>
</tr>
<tr>
<td></td>
<td>• Minimum degree: Bachelor’s or int’l equivalent</td>
</tr>
<tr>
<td><strong>Student-Intern</strong></td>
<td>• Primarily receiving training in their major. May not fill a job posting, but may be paid or unpaid.</td>
</tr>
<tr>
<td></td>
<td>• Minimum stay in U.S. is 3 weeks, maximum is 1 year.</td>
</tr>
<tr>
<td></td>
<td>• Minimum education: currently enrolled abroad in int’l equivalent of Bachelor’s</td>
</tr>
</tbody>
</table>
J-1 exchange visitor

For “the exchange of ideas, research, mutual enrichment and linkages between research and academic institutions in the United States and foreign countries.”

Incidental part-time study directly related to primary research/teaching allowable

Employment permitted.

Process through ISSS

B-1 or WB business visitor

For business purposes (independent research, conferences, meetings).

No study.

No employment. Honorarium IF visit is 9 days or less and/or reimbursement for travel costs are permitted.

Visitor applies for visa independently of ISSS. Some are eligible to visit through the Visa Waiver Program.*

*http://www.isss.umn.edu/INSGen/wbwt.html


U.S. Department of State http://z.umn.edu/mz3
The grey area: J-1 & B-1/WB

Consider the following to help avoid a B-1 visa denial or your visitor denied U.S. entry and sent back home. 😞 (It happens!)

Won’t be employed? A J-1 visa is strongly advised when…

A formal exchange exists between universities

and/or…

*A visitor identifies as a “student”

and/or…

*It can be assumed the UofM will collaborate, co-publish, or otherwise benefit from a visitor’s activity

*Reminder: J-1 Scholar is not an option for undergraduates, but J-1 Student-Intern is.
In short...

<table>
<thead>
<tr>
<th>J-1 Student-Intern</th>
<th>• Currently enrolled abroad in Bachelor’s or Higher</th>
</tr>
</thead>
<tbody>
<tr>
<td>J-1 Scholar</td>
<td>• Master’s Level or Higher</td>
</tr>
<tr>
<td>B-1 or WB</td>
<td>• Not enrolled nor employed in the U.S.</td>
</tr>
<tr>
<td></td>
<td>• Conducting independent research without benefit to a U.S. institution</td>
</tr>
<tr>
<td>J-1 Student</td>
<td>• Formally admitted according to UofM standards</td>
</tr>
<tr>
<td></td>
<td>• Enrolled full-time, earning UofM credit</td>
</tr>
</tbody>
</table>
Who is eligible?

- Non-U.S. students who are currently enrolled in a degree-seeking program abroad
- U.S. internship will fulfill the educational objectives for the student’s current degree program
- Student is in good academic standing with their current institution
- Student will return abroad to resume studies upon completion of internship
- Student has verifiable English language skills
Overview of the J Student-Intern Category

- English Proficiency

  - UMN Student-Interns who will not enroll in a UMN class for credit must meet the same English proficiency requirement as UMN Scholars.

  - If, however, the Student-Intern is required to enroll in a UMN course for credit, as stated on the Internship Plan (DS-7002), the Student-Intern will be required to meet the University’s Office of Admission English proficiency standard.
Overview of the J Student-Intern Category

How long can a Student-Intern remain in the U.S.?

Minimum 21 days

Maximum 1 year (365 days) (per educational level)
UMN Department Requirements

- Design internship program to assist the Student-Intern in achieving specific training objectives
- Expose Student-Intern to American techniques, methodologies, and technology
- Expand upon Student-Intern’s existing knowledge and skills
  - Knowledge and skills being learned in their current degree program
- Not duplicate Student-Intern’s prior experience
- Not use a staffing agency for any purpose regarding Student-Interns
  - “to recruit, screen, orient, place, evaluate, or train…or any other way involve such agencies”
UMN Department Requirements

• Minimum 32 hours per week

Ensure that the internship program is full-time

Ensure that the internship duties are not more than 20% clerical work

Provide ongoing supervision by a UMN Faculty Mentor and others, as applicable

Complete a Final Evaluation of Student-Intern and send document to ISSS

• If 6 months or longer, also complete a Mid-point Evaluation and send to ISSS
UMN Department Requirements

- Unskilled or casual labor position
- Position that requires or involves child care or elder care
- Position in the field of aviation
- Clinical position

Student Interns may NOT be placed in these types of positions
Sports or Physical Therapy

Psychological Counseling

Nursing

Dentistry

Veterinary Medicine

Social Work

Speech Therapy

Student Interns may NOT be placed in these types of positions

Any kind of work that involves patient care or contact, including any work that requires providing therapy, medication, or other clinical or medical care, such as:
What is SEVIS?

- **Student & Exchange Visitor Information System (SEVIS)** is an electronic reporting system that provides the U.S. Department of Homeland Security (DHS) with information on international students and scholars in the United States who hold F, J, and M visas. Every school, college and university that admits students or scholars on F, J or M visas is mandated to use SEVIS.
Processing the DS-2019, reporting program changes (i.e. dates, funding, etc.), and other visa related issues are performed within SEVIS.

Enter, issue, and revise the DS-7002, Training/Internship Placement Plan.
Main players at the U of M

- Student-Intern
- Department
- ISSS
- HR/ OSHB
- Housing?
- Medical School?
- Payroll?
What is a DS-7002?
The DS-7002

- **Training/Internship Placement Plan**
- **4-page, U.S. Department of State form**
- **Detailed plan for the internship**
- **Requires more detail than almost any other visa status**
- **Like designing a course or crafting a syllabus, but with U.S. government review!**
- **ISSS has designed a “Tips” sheet with helpful explanations**
Completed by UMN Faculty Mentor/host department

Reviewed, approved, and entered into SEVIS by ISSS

Signed by ISSS, Student-Intern, and Faculty Mentor

Student-Intern must have copy of signed DS-7002 for J-1 visa interview
The DS-7002

U.S. Department of State

TRAINING/INTERNSHIP PLACEMENT PLAN

SECTION 1: ADDITIONAL EXCHANGE VISITOR INFORMATION

- DS-7002
- Do I fill it out, or does ISSS do that?
- UMN Faculty Mentor and the host department fill out this form
- ISSS reviews to be sure it is both complete and that an educated layperson can understand and follow
- Let’s take a tour of each section
The DS-7002: Sections 1 and 2

- Background information regarding the Student-Intern, your UMN department, and the University

- Internship dates are precise

- All training must include these dates

- Student-Intern cannot be awarded his/her degree before the end date of the Internship
## The DS-7002: Sections 1 and 2

### Name, Address, and Website of UMN department

- **Name, Address, and Website of UMN department**

### How many hours per week the Student-Intern will be in training

- **Minimum is 32 hours per week**

### Will UMN provide any compensation to the Student-Intern?

- **Will UMN provide any compensation to the Student-Intern?**
The DS-7002: Sections 1 and 2

- Name, Address, and Website of UMN department

- How many hours per week the Student-Intern will be in training
  - Minimum is 32 hours per week

- Will UMN provide any compensation to the Student-Intern?
- Name, Address, and Website of UMN department
- How many hours per week the Student-Intern will be in training
  - Minimum is 32 hours per week
- Will UMN provide any compensation to the Student-Intern?
Information common across UMN campuses and departments has already been entered, e.g. Employer ID Number

- Skip the signatures until entire DS-7002 is complete
- (Student-Intern will sign this page)
The DS-7002: Section 3

Skip the signatures until entire DS-7002 is complete

(ISSS will sign this page)
Some information is common across UMN campuses and departments has already been entered, e.g. Program Sponsor.

Name, title, contact information for Main Supervisor, or Faculty Mentor.
**When a phase is more than “just a phase…”**

- **Will the Internship be conducted in a single location (and supervisor)?**
  - One phase

- **Or will it be conducted in two or more locations (or supervisors*)?**
  - Multiple phases
  - One DS-7002s for each phase

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*Particularly if each supervisor provides training of different knowledge, skills, or techniques.*
The DS-7002: Section 4

### Phase Information
- Specific to this phase, if there are 2 or more phases

- Precise address for phase location, e.g. lab

- Start Date and End Date of the phase
  - Phase dates must cover entire Internship (dates in Section 1)

- If Internship consists of more than one phase, one DS-7002 per phase is necessary
### Student-Intern’s role
- How does this internship (or phase) complement the Student-Intern’s academic program at home?

### Internship goals and objectives
- What will the Student-Intern learn?
- What are the overall objectives of the internship (or phase)?
The DS-7002: Section 4

<table>
<thead>
<tr>
<th>PHASE INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase Site Name</td>
</tr>
<tr>
<td>Phase Name</td>
</tr>
<tr>
<td>Primary Phase Supervisor</td>
</tr>
<tr>
<td>Description of Trainee/Intern role for the program or phase</td>
</tr>
<tr>
<td>Specific goals and objectives for this program or phase</td>
</tr>
</tbody>
</table>

Please fill in the names and titles of those who will provide continuous (for example, daily) supervision of the Trainee/Intern, including the primary supervisor. What are these persons’ qualifications to teach the planned training?

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 (Fort Worth).

Who will supervise and how often? What are their qualifications?

Cultural activities

- Requirement of J regulations
- Planned, intentional American cultural experiences
- Incidental contact does not count
### What knowledge, skills, or techniques will be taught?

Expand upon the goals and objectives with substantial details of what the Student-Intern should learn.

### What specific tasks and activities will be taught toward acquisition of the knowledge, skills, and techniques?

If you are starting to think this sounds like designing a syllabus, you are on the right track.
Evaluation methods

- All Student-Interns must have a Final Evaluation
- Internships 6 months or longer also require Mid-point Evaluation
- ISSS has forms available, if desired

Additional, optional remarks

- Skip the signatures until entire DS-7002 is complete
  (Phase Supervisor will sign this page)
The DS-7002

- See *Tips for Completing the DS-7002*

- Part of Step 1, Determination of Eligibility
  - Also, ISSS English Proficiency and Eligibility forms

- ISSS
  - Reviews and approves
  - Enters DS-7002 in SEVIS
  - Prints, signs, and sends DS-7002 to UMN Department
What is a DS-2019? Is it still necessary?
The DS-2019

Every DS-2019 contains a SEVIS ID in the upper right-hand corner unique to each J Exchange Visitor. This ID is needed when paying the SEVIS fee.

All J-1s must have a DS-2019

Dependents of J-1 Student-Interns (J-2s) must possess their own DS-2019.
The DS-2019

This is where you find the program dates. Like Scholars, Student-Interns are allowed and expected to participate in the program activities within these dates. Not before and not after.

This section is for travel/reentry signatures. Student-Interns and their dependents must have a valid re-entry signature from ISSS if traveling outside the U.S. within the DS-2019 program dates.
Importance of an accurate DS-2019

- Apply for the J-1 visa at U.S. consulate abroad
- Successfully enter (or re-enter) the U.S. in J-1 status
- Student-Intern needs it to...
- Provide evidence of past J programs for future U.S. opportunities
- Legally remain in the U.S. for internship in your department
J-1 Regulations/Policies
J-1 Program Regulations

- English Language Proficiency
- Engage in Defined Activities
- Health Insurance Requirements
- 2 Year Home Residency Requirement (2 Year Rule)
- 12 Month bar
- 24 Month bar
English Language Proficiency

- Past regulations
  - “The exchange visitor possesses sufficient proficiency in the English language to participate in his or her program.”
    - CFR 22 62.10 (a) (2)

- Effective Jan. 5, 2015
  - "sufficient proficiency in the English language, as determined by an objective measurement of English language proficiency, successfully to participate in his or her program and to function on a day-to-day basis."
Engage in Defined Activities

- Student-Interns are here to receive training that fulfills the educational objectives for his or her current degree program at home and can not enroll in courses unless they are required on the DS-7002.

- A change of category from scholar to student or vice versa requires the individual to leave the U.S. and re-enter on a new DS-2019 that reflects the correct category.
Health Insurance

- J-1 visitors and their dependents are required by law to carry health insurance that meet specific U.S. Federal regulations.

- The University of Minnesota requires all J-1 Student-Interns and their dependents to purchase the University’s insurance regardless of the duration of their stay in the U.S.

- This is stated on the Statement of Responsibilities, which is part of the ISSS application and signed by the Student-Intern prior to ISSS issuing a DS-2019. The information also accompanies the DS-2019 issued by ISSS.
If the J-1 Student-Intern does not purchase the U of M’s insurance for themselves and their dependent(s), the Student-Intern will not be eligible for ISSS benefits. Including:

- Travel/Reentry Signature
- DS-2019 Extension
- Dependent DS-2019 Request
- Financial Update

http://isss.umn.edu/J/insurance.html
If a Student-Intern’s program with you is extended, s/he must also extend their health insurance coverage by contacting Office of Student Health Benefits or Human Resources
UMN Health Ins. Requirements

J federal insurance requirements or ISSS benefits, contact:

• ISSS

U of M insurance, exceptions/waivers, contact:

• Office of Student Health Benefits (for non-employed Student-Interns)
  http://www.shb.umn.edu and/or
• Human Resources (for Student-Interns eligible for employee benefits)
Two Year Home Residency Requirement (a.k.a: “2 year rule” “212e”)

- If subject: Exchange Visitors (and dependents) are expected to return to their "home" countries and be physically present there for a total of two years before being eligible to return to the United States in immigrant (permanent residence/green card) status, H status (temporary workers and dependents), or L status (intra-company transferees and dependents).

- The exchange visitor who currently holds J–1 or J-2 Status and is subject to the 2–year rule is also not eligible for change of status to another visa status without leaving the United States.

- [http://www.isss.umn.edu/Departments/JReg.html](http://www.isss.umn.edu/Departments/JReg.html)
12 Month Bar

- Looking ahead: considering having a Student-Intern return as a Research Scholar or Professor?

- The visitor is not eligible for program participation as a J-1 Research Scholar or Professor if s/he has been physically present in the U.S. in J-1 or J-2 status for 6 months or more in the 12-month period immediately preceding the proposed DS-2019 start date, unless the participant is transferring to the University of Minnesota, or the participant’s presence in the U.S. was as a J-1 Short-Term Scholar.

- [http://www.isss.umn.edu/Departments/JReg.html](http://www.isss.umn.edu/Departments/JReg.html)
24 Month Bar

- 24 Month Bar does not apply to Student-Interns

- Any exchange visitor who comes to the U.S. for any length of time in the Professor or Research Scholar categories will not be able to come back to the U.S. in the Professor or Research Scholar categories for a period of 24 months, once his/her J-1 program has ended.

  - [http://www.isss.umn.edu/Departments/JReg.html](http://www.isss.umn.edu/Departments/JReg.html)
How does a department invite a J-1 Student-Intern to join them?

**Step 1: Determination of Eligibility**
- **Faculty Mentor** reads *Responsibilities* (z.umn.edu/simentor)
- **UMN Department** emails to isssjdoc@umn.edu:
  - Prospective Student-Intern Eligibility form
  - English Proficiency form
  - DS-7002
- **Discussion with ISSS**
  - Upon approval, **ISSS**:
    - Enters DS-7002 into SEVIS
    - Prints, signs, and sends DS-7002 to Dept

**Step 2: Complete and Collect Documents**
- **UMN Department**:
  - Signs, scans, and emails DS-7002 to Student-Intern for review and signature
  - Completes Host Department Application
  - Writes invitation/offer letter
  - **Student-Intern submits to UMN Dept**:
    - Signed DS-7002
    - Financial support documentation, if necessary
    - Copy of ID page of valid passport
    - Signed Statement of Responsibilities (Form)
    - Completed and signed letter from academic dean or advisor at home university (Home Institution Enrollment Verification)
    - J-2 Dependent application and passport ID pages, if necessary

**Step 3: Submit Application Packet to ISSS**
- **UMN Dept** emails to isssjdoc@umn.edu:
  - All documents in Step 2, including Administrative Fee form
How does a department invite a J-1 Student-Intern to join them?

**Step 4: Final Preparation of Visa Packet**
- ISSS prepares visa packet, including the DS-7002 and DS-2019. ISSS notifies Department that packet is ready.

**Step 5: Student-Intern Visa Application**
- Department sends packet to Student-Intern
- The Student-Intern must have the original DS-2019 to apply for their visa and to enter the U.S. They should not use a copy.

**Step 6: Travel to U.S.**
- Student-Intern pays SEVIS fee and applies for J-1 visa at U.S. consulate or embassy
- They must have a copy of the DS-7002, signed by all parties, as well.

**Step 7: Check-In at ISSS**
- Must check-in with ISSS within 25 days of the DS-2019 begin date
- Can enter U.S. up to 30 days prior to start date on DS-2019
- ISSS provides check-in information

**Step 8: Health Insurance**
- For the entire duration of their DS-2019, the Student-Intern and all J-2 dependents must have either:
  - SHBP (unpaid)
  - Employee plan (paid)

**Step 9: Apply for SSN (if applicable)**
- Only if the Student-Intern will be paid by UMN
Refer to online Information For Departments

- [http://z.umn.edu/jstudentintern](http://z.umn.edu/jstudentintern)

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**Inviting a J−1 Student−Intern**

Procedures to sponsor an international Student−Intern to come to the UMN on a J−1 visa

*(Click here to learn about the Short−Term Scholar, Research Scholar and Professor categories)*

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**Step 1: Determination of Eligibility**

*(Begin 3 months prior to the Student−Intern’s expected start date)*

**UMN Department:**

- Faculty mentor reviews [UMN Faculty Mentor Responsibilities](http://z.umn.edu/jstudentintern) webpage.
- Sends prospective Student−Intern the “Prospective Student−Intern Eligibility” form to determine if he/she meets the basic eligibility requirements for the J−1 Student−Intern category. The Prospective Student−Intern returns the completed eligibility form to Department.
- Verifies English language proficiency by completing [English Proficiency Form](http://z.umn.edu/jstudentintern) and collecting documentation.
- Completes Form DS−7002, Training/Internship Placement Plan (UMN login required to download form). See [ISSS Instructions for completing this form](http://z.umn.edu/jstudentintern).
- UMN Department sends completed documents to ISSS by email to [issssdoc@umn.edu](mailto:issssdoc@umn.edu) with a Subject of “Prospective Student−Intern Eligibility Documents.”

**ISSS J−1 Advisor:**

- Notifies Department of Student−Intern eligibility or, if necessary, other visa categories or types.
- Upon approval, J−1 Advisor enters DS−7002 data in SEVIS, then prints, signs, and dates DS−7002.
- J−1 Advisor emails DS−7002 to Department with instructions to begin Step 2 (below).

UMN Faculty Mentor signs and dates completed DS−7002 (Supervisor line, page 4) and sends to Student−Intern to sign and date (Trainee/Intern line, page 1).

**Step 2: Complete and Collect Documents**

*(Begin 2 months prior to the Student−Intern’s expected start date)*

**UMN Department:**

- Completes [Host Department Application to Receive a Student−Intern](http://z.umn.edu/jstudentintern) form, including signatures from faculty supervisor and department head.
- Writes Invitation/Offer letter for prospective Student−Intern (see [Guidelines for Writing the Invitation/Offer Letter for J−1 Student−Interns](http://z.umn.edu/jstudentintern)).
J-1 Forms: Request a DS-2019 from ISSS
http://isss.umn.edu/forms/j1forms.html

Step 1

Forms for J-1 Student-Interns

a. Forms for Inviting Student-Interns
   1. Prospective Student-Intern Application
      PDF
   2. DS-7002
      PDF
      Also see our Tips for Completing the DS-7002
   3. English Proficiency Requirement Form
      PDF

b. Host Department Application to Receive a J-1 Student Intern
   4. PDF

5. Student-Intern Administrative Fee Form
   5. PDF

B. Student-Intern Evaluations
   1. Final Evaluation
      PDF
   2. Mid-Point Evaluation (for programs longer than six months)
      PDF
J-1 Forms: Request a DS-2019 from ISSS
http://isss.umn.edu/forms/j1forms.html

Step 2

<table>
<thead>
<tr>
<th>J-1 Scholars</th>
<th>J-1 Students</th>
<th>J-1 Student-Interns</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Forms for J-1 Student-Interns**

**a. Forms for Inviting Student-Interns**

1. Prospective Student-Intern Application
2. DS-7002
   Also see our Tips for Completing the DS-7002

<table>
<thead>
<tr>
<th>Step 2</th>
</tr>
</thead>
<tbody>
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<td></td>
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</tbody>
</table>

3. English Proficiency Requirement Form
4. Host Department Application to Receive a J-1 Student Intern
5. Student-Intern Administrative Fee Form

**B. Student-Intern Evaluations**

1. Final Evaluation
2. Mid-Point Evaluation (for programs longer than six months)

Includes
- Statement of Responsibilities and
- Home Institution Enrollment Verification
The Host Department Application – U of M record

- PeopleSoft ID / EMPLID required to be created by hosting department for all prospective J-1 and J-2 regardless of appointment.
  - Consider how your department will provide the Student-Intern access to U privileges (ie. Ucard, library access, etc.)
- ISSS J-1 Forms page (currently under Scholars tab):

| A. Forms and Resources for Departments Inviting J-1 Scholars (Step 1) |
|---------------------------|-----------------|
| 1. Prospective J-1 Scholar Application (DS-2019 request) | PDF |
| 2. Invitation / Offer Letter Guidelines | PDF |
| 3. Incidental Patient Contact Letter for Foreign Physicians | PDF |
| 4. Incidental Patient Contact Letter for Foreign Dentists and Veterinarians | PDF |
| 5. Insurance Forms | PDF |
| 6. Amendment Form (for updating the DS-2019 start date and other data for incoming scholars) | Google Form |
| 7. English Proficiency Requirement Form (NEW effective 5 Jan. 2015) | PDF |
| 8. Instructions for the Prospective J-1 Scholar Application | |
| 9. HRMS Instructions for Creating J-1/J-2 PeopleSoft IDs | |
| 10. Faculty Mentor Responsibilities | |
The Host Department Application: Names, Passports, Spellings – Oh My!

- Spellings should match bottom, machine-readable spelling of passport.
- Ex: Ø = OE
The Host Department Application - Dates

- The length of the DS-2019, and the DS-7002, are based on the length of the program and the funding available to the J-1 Student-Intern.

- Start date should be no sooner than 2 months in the future to allow for ISSS and consular processing.

- The Student-Intern could inquire about visa processing timelines at the U.S. consulate where she or he will apply for an entry visa (these timelines vary by consulate).

- Student-Interns MUST be able to arrive in U.S. no later than 25 days after the start date chosen! If delay, contact ISSS to amend dates.
The Host Department Application – Funds & Fee

- Proof of funding attached. (ex: offer letter, bank statement, scholarship or grant letter, etc.). Proof of funding must be dated within 30 days from the submission of the application and in English.

- Fee Form. ISSS charges the U of M hosting department a document processing fee, using the UMN EFS system. Currently, the fee is: $295.
The Host Department Application
- Signatures

- Both the faculty mentor and the department head must sign the application. By signing, the faculty mentor agrees to be responsible for ensuring that:
  - The Student-Intern’s primary activity is to receive training
  - They meet regularly with the Student-Intern to review activities and progress
  - The Student-Intern follows the steps to maintain his/her legal status

- Statement of Responsibilities
  - Must be signed by Student-Intern (scan is okay)
Final evaluations are required of all internships. If 6 months or longer, mid-point evaluations are also required.

Departments are to ensure that their incoming Student-Interns report their arrival within the time required (25 days from the start date shown on their DS-2019).

If you aren’t sure, please ask us! Serious repercussions occur if a Student-Intern’s arrival has not been reported.
Faculty Mentor Responsibilities

- Extensions of stay cannot be granted if a Student-Intern has applied for and has been granted a waiver of the 2 Year Rule

- Student-Interns need to request extensions within 60 days before their current DS-2019 expires
  - This will also require a revision of the DS-7002!

- When Student-Interns end their J program early and depart the University (or when they change their immigration status), they need to inform ISSS
Faculty Mentor Responsibilities

- When a Student-Intern plans to travel abroad, please make sure they visit the “Travel Information” section on our website or contact a J advisor about their intentions.
  - [http://isss.umn.edu/j/Jtravel.html](http://isss.umn.edu/j/Jtravel.html)
Submission Option for All Campuses

- Submit all materials in *one* email to ISSS
  
  ```
  isssjdoc@umn.edu
  ```

- **Step 1 Eligibility Documents**
  - Subject: “Prospective Student-Intern Eligibility Documents”

- **Step 2 Application Documents**
  - Subject: “Student-Intern application for [name of Student-Intern]”
Transfers of J Student-Interns

Eligibility:

- The Student-Intern must be in the U.S. as a J-1 Student-Intern.
- Their category must remain the same (i.e. Student-Intern).
- Their J-1 activities have to be a continuation of the original purpose (they must continue the training that they were doing at the previous institution).
- They cannot have been approved by the Department of State for a waiver from the 2-year home residency requirement.
Step 5: Student-Intern Visa Application

Step 6: Travel to U.S.
Visa Stamp

- Can expire while in the U.S. without affecting legal status
- Must be valid when entering the U.S. from overseas
- “Entries: M” = multiple entries allowed with this visa
I-94 Number (Arrival and Departure Record)

- Proof of lawful admission into U.S.
- D/S = Duration of Status, no specific end date
- Grace period after program completion (30 days)

www.cbp.gov/i94
Arrival Grace Period (55 days)

- Scholar Check-In: Scholars are to report arrival with ISSS no later than 25 days after the start date.

- When arrival into the U.S. will be delayed for more than 25 days beyond the start date, the department or Student-Intern must request an amended start date on the DS-2019.

30 days before Begin Date  

25 days after Begin Date
**Amendment Form**

**J-1 Forms**

**DS-2019 Processing Times:**
1. Three to four weeks needed for newly coming J-1 scholar documents.
2. One to two weeks needed for continuing J student and scholar documents.

UMN has a mandatory insurance requirement for all J-1s and J-2s.

**Forms for J-1 Scholars**
(visiting professors, research scholars or short-term scholars)

<table>
<thead>
<tr>
<th>A. Forms and Resources for Departments Inviting J-1 Scholars (Step 1)</th>
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<tbody>
<tr>
<td>1. Prospective J-1 Scholar Application (DS-2019 request)</td>
<td>PDF</td>
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<tr>
<td>2. Invitation / Offer Letter Guidelines</td>
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<td>3. Incidental Patient Contact Letter for Foreign Physicians</td>
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<td>4. Incidental Patient Contact Letter for Foreign Dentists and Veterinarians</td>
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<tr>
<td>5. Insurance Forms</td>
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<tr>
<td>6. <strong>Amendment Form</strong> (for updating the DS-2019 start date and other data for incoming scholars)</td>
<td><strong>Google Form</strong></td>
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<td>7. English Proficiency Requirement Form (NEW effective 5 Jan. 2015)</td>
<td>PDF</td>
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<tr>
<td>8. Instructions for the Prospective J-1 Scholar Application</td>
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<tr>
<td>9. HRMS Instructions for Creating J-1/J-2 PeopleSoft IDs</td>
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<tr>
<td>10. Faculty Mentor Responsibilities</td>
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[http://isss.umn.edu/forms/j1forms.html](http://isss.umn.edu/forms/j1forms.html)
Student-Intern Check-In

- **Student-Intern Check-In** (within 25 days of the start date).
- **Student-Interns may not engage in activities until the start date on their DS-2019.**
- If paid by the U of M, the Student-Intern needs to:
  - Visit the Social Security office to apply for SSN (if applicable)
  - Report to UMN payroll
- Student-Interns who enter the U.S., but do not have their program validated by ISSS within 30 days of the start date, will be considered illegally present in the U.S.
**Departure Period**

- Student-Interns should submit the **Departure Form** *(coming soon)*
  - [http://isss.umn.edu/forms/j1forms.html](http://isss.umn.edu/forms/j1forms.html)

- A **Shortened Program DS-2019** *(new)* must be issued if Student-Intern’s program ends more than 15 days before the end date on their DS-2019. Final evaluation must still be completed.

- Student-Interns have a 30-day grace period after the end date on their DS-2019 in which to depart or to travel within the U.S. They are not allowed to be involved in any J-1 activities during the grace period even without pay.

- If the Student-Intern will not be able to complete their program before the DS-2019 end date, they need to request a DS-2019 extension before the current DS-2019 expires. The Faculty Mentor will also be required to revise and submit a new DS-7002 before the current documents expire.
Report Address Changes

- J-1 Student-Interns are required to report address changes within 10 days of moving.

- Student-Interns will notify SEVIS by going into MyU (if possible) and updating their personal information. ISSS will receive a notification when this has been done and will send the new information to SEVIS.

- If the Student-Intern does not have access to MyU, they will have to request the hosting department to update the information on their behalf.
J-2 Dependents

- May apply for work authorization from USCIS
- Are subject to the 2 Year Rule if the J-1 is subject.
- Are subject to the 24 month bar if the J-1 is subject.
- Cannot remain in the U.S. after the J-1 completes their program or for long periods of time without the J-1 being present.
- May study full- or part-time.
- Must carry health insurance.
Additional Issues

- **Contact your HR Administrator** with questions related to:
  - % of Appointment
  - Title/Position (for immigration purposes, any position is fine EXCEPT Student or tenure-track classifications)

- **Contact the Payroll Office** with questions related to:
  - Tax Treaties
  - Tax Deductions
  - Tax issues related to payment of Honoraria vs. Reimbursements
Helpful Links

- ISSS Department info - [http://isss.umn.edu/Departments/Jvisa.html](http://isss.umn.edu/Departments/Jvisa.html)

- J Travel info - [http://isss.umn.edu/j/Jtravel.html](http://isss.umn.edu/j/Jtravel.html)
## Main ISSS Contacts

<table>
<thead>
<tr>
<th><strong>Stacey Buachart</strong></th>
<th><strong>Betsy Madden</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>J Program Director</td>
<td>J Advisor</td>
</tr>
<tr>
<td>Responsible Officer</td>
<td>Alternate Responsible Officer</td>
</tr>
<tr>
<td>612-626-7363</td>
<td>612-625-5988</td>
</tr>
<tr>
<td><a href="mailto:buach001@umn.edu">buach001@umn.edu</a></td>
<td><a href="mailto:madden@umn.edu">madden@umn.edu</a></td>
</tr>
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<tr>
<th><strong>Alynda Her</strong></th>
<th><strong>ISSS J, F, H-1B Advisers</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>J Visa Assistant</td>
<td>612-626-7100</td>
</tr>
<tr>
<td>(document / application needs)</td>
<td><a href="mailto:isss@umn.edu">isss@umn.edu</a></td>
</tr>
<tr>
<td><a href="mailto:isssjast@umn.edu">isssjast@umn.edu</a></td>
<td><a href="mailto:isss@umn.edu">isss@umn.edu</a></td>
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