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!
So where do Student-Interns fit in?

Categories:

- **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
## J-1 Categories

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


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...

**J-1 Student-Intern**
- Currently enrolled abroad in Bachelor’s or Higher

**J-1 Scholar**
- Master’s Level or Higher

**B-1 or WB**
- Not enrolled nor employed in the U.S.
- Conducting independent research without benefit to a U.S. institution

**J-1 Student**
- Formally admitted according to UofM standards
- Enrolled full-time, earning UofM credit
Overview of the J Student-Intern Category

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.? (per educational level)

Minimum 21 days

Maximum 1 year (365 days)
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

Student Interns may NOT be placed in these types of positions:

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

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:

- Student Interns may NOT be placed in these types of positions
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.
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
- Medical School?
- Payroll?
- Housing?
External Players

- Student-Intern
  - Dept. of State
  - J Exchange Visitor Program
    - U.S. Embassy/Consulate
  - Dept. of Homeland Security
    - USICE
    - CBP
    - USCIS
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 developed a “DS-7002 Info” form with helpful explanations
The DS-7002

**TRAINING/INTERNSHIP PLACEMENT PLAN**

<table>
<thead>
<tr>
<th>SECTION 1: ADDITIONAL EXCHANGE VISITOR INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Trainee Name</strong> (Surname/Family/Given Name):</td>
</tr>
<tr>
<td><strong>Email Address</strong>:</td>
</tr>
<tr>
<td><strong>Program Sponsor</strong></td>
</tr>
<tr>
<td>Student Intern</td>
</tr>
<tr>
<td><strong>Occupational Category</strong></td>
</tr>
<tr>
<td>Student</td>
</tr>
<tr>
<td><strong>Type of Degree or Certificate</strong></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECTION 2: COMPENSATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Organization Name</strong></td>
</tr>
<tr>
<td><strong>City</strong></td>
</tr>
<tr>
<td><strong>Employer ID Number (EIN)</strong></td>
</tr>
<tr>
<td>41-6007513</td>
</tr>
<tr>
<td><strong>Workers’ Compensation Policy</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Number of Full-Time Employees at Location</strong></td>
</tr>
<tr>
<td>17,964</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECTION 3: CERTIFICATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Trainee Statement</strong></td>
</tr>
</tbody>
</table>

1. I have reviewed, understood, and will follow this Training/Internship Placement Plan (TIPP).
2. I am entering this Exchange Visitor Program in order to participate as a Trainee or Intern as described in this TIPP and not simply to engage in labor or work within the United States.
3. 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.
4. I understand that my internship training will take place only at the organization listed on this TIPP and that working at another organization while on the Exchange Visitor Program is prohibited.
5. I will contact the Sponsor at the earliest available opportunity regarding any concerns, changes in, or deviations from this TIPP.
6. I will respond in a timely manner to all inquiries and monitoring activities of my sponsor;
7. I will follow all of my sponsor’s guidance for any participation in my program;
8. 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 TIPP; and
9. I declare and affirm under penalty of perjury that these 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 making any false document in the submission of this form.

<table>
<thead>
<tr>
<th><strong>Trainee Name</strong></th>
<th><strong>Date</strong> (mm-dd-yyyy)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Printed Name of Trainee</strong></td>
<td><strong>Signature of Trainee</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Date</strong> (mm-dd-yyyy)</th>
<th><strong>Signature of Trainee</strong></th>
</tr>
</thead>
</table>

---

- Information is 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
Who fills out what?
UMN Faculty Mentor and the host department fill out the ISSS form.
ISSS reviews the information to be sure it is both complete and that an educated layperson can understand and follow.

Once all information is complete, ISSS enters it on the DS-7002.
ISSS signs and sends this form to the host department for signatures.

Let’s take a tour of each section.
Background information regarding the Student-Intern and your UMN department

Clarifications and reminders are under the text boxes

Internship dates must be precise

All training must include these dates

Student-Intern cannot be awarded his/her degree before the end date of the Internship
Will UMN provide any compensation to the Student-Intern?

- Payment is not required, but the Student-Intern will need some source of funds (e.g. family, award from school, etc.)
- Minimum monthly amount is $1,300
SECTION 4: TRAINING/INTERNSHIP PLACEMENT PLAN

12. Student-Intern Name: 
   Must match passport: Surname/Primary Given name(s) 

13. Main Program Supervisor Name: 
   Name of Supervisor or PI 

14. Title: 
   Supervisor's title 

15. Supervisor Contact Information: 
   Phone 
   Fax 
   Email 

PHASE INFORMATION

NOTE: For internships 6 months or longer, a minimum of two phases is required. Further, if training occurs at two or more locations (sites), each location is considered a phase and requires a separate description. You will need to complete a separate Section 4 for each individual phase.

16. Phase Site Name: 
   List specific site or academic department 

17. Internship Field: 
   Specific field of internship such as engineering, physics, etc. 

18. Phase Site Address: 
   Street address of primary site of activity 

19. Phase Name: 
   - If the internship only has one phase, you can list Student-Internship. 
   - An internship can have multiple phases, such as observation phase, lab work phase, etc. If this is the case, the phase should be named accordingly. 

20. Start Date of Phase and End Date of Phase: 
   From MM/DD/YYYY to MM/DD/YYYY 

21. Phase: 
   You can list 1 of 1 if there is only one internship phase. 

22. Primary Phase Supervisor: 
   Name of Supervisor who will be the main supervisor for the Student-Intern during this phase. If there will be co-supervisors, enter the information for the supervisor who will have the most contact with the Student-Intern. 

23. Description of the Student-Intern's Role: 
   Brief, 1-2 sentence description stating specifically how the internship will complement the Student-Intern's academic program at his or her home institution. 
   - Example 1: The Student-Intern will be in charge of supporting technical work related to the regulation of adult stem cell activity in multiple mammalian tissues. 
   - Example 2: The Student-Intern will be responsible for the development of a scientific manuscript in the field of reproductive medicine and nutrition that could be submitted for publication to a peer-reviewed medical journal. 
   - Example 3: The Student-Intern will take part in the daily work at <name of lab/department>. He will perform supervised and non-supervised cell-sorting, sorting up to Boctos of cell sorting and analysis. He will perform short-term supervised research projects.
Phase Information

- **How long is the internship?**
  - 1 phase: 3 weeks to less than 6 months
  - 2+ phases: 6 months to 1 year

- **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
  - Each phase requires separate pages 3-6

*Particularly if each supervisor provides training of different knowledge, skills, or techniques.*
Phase Information
- Specific to this phase, if there are 2 or more phases

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

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)?

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

Names, Titles, Qualifications for up to 4 people who will have daily supervision of student-intern

Cultural activities

Requirement of J regulations

Planned, intentional American cultural experiences

Incidental contact does not count
What knowledge, skills, or techniques will be learned?
- 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.
30. Additional Phase Remarks
You may add anything you believe is important. (This section is optional)

Additional, optional remarks
The DS-7002

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

- ISSS
  - Reviews and approves
  - Enters DS-7002 information in U.S. Department of State form
  - Also enters information in SEVIS
  - Prints, signs, and sends DS-7002 to UMN Department
What is a DS-2019? Is it still necessary?
The DS-2019

The DS-2019 is the J-1 status document

All J-1s (and J-2s) must have a DS-2019

Required for J-1 visa application

Required for J-1 benefits
  - E.g. Employment, travel, transfer, etc.
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.

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

provide evidence of past J programs for future U.S. opportunities

Student-Intern needs it to…

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
- Authorized Employment only
- Health Insurance Requirements
- 2 Year Home Residency Requirement (2 Year Rule)
- 12 Month bar
- 24 Month bar
- Patient Contact
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 student-intern to scholar (or 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 the DS-7002 and DS-2019. The information also accompanies these documents 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
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
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 Information Form

**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**
- Student-Intern pays SEVIS fee and applies for J-1 visa at U.S. consulate or embassy

**Step 6: Travel to U.S.**
- Student-Intern receives J-1 visa in passport
- Makes travel arrangements to enter the U.S.
- Can enter U.S. up to 30 days prior to start date on DS-2019

**Step 7: Check-In at ISSS**
- Must check-in with ISSS within 25 days of the DS-2019 begin date
- Student-Intern brings all visa documents for review by ISSS
- 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

**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.

- They must have a copy of the DS-7002, signed by all parties, as well.
Refer to online Information For Departments

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

---

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)

**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 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 and collecting documentation.
- Completes Form DS-7002, Training/Internship Placement Plan (UMN login required to download form). See ISSS Instructions for completing this form.
- UMN Department sends completed documents to ISSS by email to isssjobs@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 SEVS, 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 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-Intern).
J-1 Forms: Request a DS-2019 from ISSS
http://isss.umn.edu/forms/j1forms.html

Step 1

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

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Form</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 1</td>
<td>Prospective Student-Intern Application</td>
<td>PDF (On Google Drive; UMN Login Required)</td>
</tr>
<tr>
<td>2 2</td>
<td>DS-7002</td>
<td>PDF</td>
</tr>
<tr>
<td></td>
<td>Also see our <a href="http://isss.umn.edu/forms/j1forms.html">Tips for Completing the DS-7002</a></td>
<td></td>
</tr>
<tr>
<td>3 2</td>
<td>English Proficiency Requirement Form</td>
<td>PDF</td>
</tr>
<tr>
<td>4 1</td>
<td>Host Department Application to Receive a J-1 Student Intern</td>
<td>PDF</td>
</tr>
<tr>
<td>5 1</td>
<td>Student-Intern Administrative Fee Form</td>
<td>PDF</td>
</tr>
</tbody>
</table>

**B. Student-Intern Evaluations**

<table>
<thead>
<tr>
<th>Step</th>
<th>Evaluation</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2</td>
<td>Final Evaluation</td>
<td>PDF</td>
</tr>
<tr>
<td>2 2</td>
<td>Mid-Point Evaluation (for programs longer than six months)</td>
<td>PDF</td>
</tr>
</tbody>
</table>
J-1 Forms: Request a DS-2019 from ISSS
http://isss.umn.edu/forms/j1forms.html

Step 2

For J-1 Student-Interns

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
   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 (i.e. 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
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)
Faculty Mentor Responsibilities

http://z.umn.edu/simentor

- Final evaluations are required of all internships. If 6 months or longer, mid-point evaluations are also required
  - ISSS provides evaluation forms that Faculty Mentors can complete and sign
  - The student-intern must also sign the evaluation form

- 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)

- Student-Intern Check-In: Student-Interns 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 to Start Date

- If the student-intern cannot arrive to check in with ISSS within 25 days after the begin (or start) date on their DS-7002 and DS-2019, please contact an ISSS J adviser as soon as possible.
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

- If not paid by the U of M, Student-Intern is not eligible for a Social Security Number.

- 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**
  http://isss.umn.edu/forms/j1forms.html

- A **Shortened Program DS-7002 and DS-2019** 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-7002 and 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-7002 and DS-2019 end date, the hosting department needs to request an extension of the DS-7002 and DS-2019 before the current documents expire. 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 12 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
- Prospective J Student-Intern info – https://isss.umn.edu/jstudentintern/prospective.html
- New J Student-Intern info – https://isss.umn.edu/jstudentintern/new.html
Main ISSS Contacts

**Stacey Buachart**
J Program Director  
Responsible Officer  
612-626-7363  
buach001@umn.edu

**Betsy Madden**
J Advisor  
Alternate Responsible Officer  
612-625-5988  
madden@umn.edu

**Brooke Trottier**
J Visa Assistant  
(document / application needs)  
isssjast@umn.edu

**ISSS J, F, H-1B Advisers**
612-626-7100  
isss@umn.edu