

# UNIVERSITY OF MINNESOTA

*International Student and Scholar Services  
Global Programs and Strategy Alliance  
University of Minnesota*

*190 Hubert Humphrey School  
301-19th Avenue South  
Minneapolis, MN 55455  
Tel.: 612-626-7100  
Fax: 612-626-7361*

## **J STUDENT-INTERN ADMINISTRATIVE FEE FORM**

The U of MN hosting department must provide the following information for budget purposes. Please include this form with visa request document. **ALL THE FIELDS IN BOLD ARE REQUIRED** (without this information, our office will NOT be able to PROCESS THE APPLICATION.

**(REQUIRED)**

**Name of Exchange Visitor** \_\_\_\_\_ **EMPLID** \_\_\_\_\_

**(REQUIRED)**

**NAME OF FACULTY REQUESTING DS-2019** \_\_\_\_\_ **Email** \_\_\_\_\_

**Phone** \_\_\_\_\_

**(REQUIRED)**

**Non-sponsored Account String** Fund \_\_\_\_\_ **DeptID** \_\_\_\_\_ **Program** \_\_\_\_\_ **Acct** 720399

**(OPTIONAL)**

CF1 \_\_\_\_\_ CF2 \_\_\_\_\_

FinEmplID \_\_\_\_\_ Cost Share \_\_\_\_

**(REQUIRED)**

**Department Name** \_\_\_\_\_

**Department Address** \_\_\_\_\_

**Budget Contact Person** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Fax** \_\_\_\_\_ **Email** \_\_\_\_\_

FOR GPS Alliance USE ONLY

\_\_\_\_\_ J-1 \$200, Initial Fee

Date Sent to GPS \_\_\_\_\_

\_\_\_\_\_ J-1 \$310, Final Fee

Date Sent to GPS \_\_\_\_\_