

HOST DEPARTMENT APPLICATION TO RECEIVE A J-1 STUDENT-INTERN

Purpose of this form: Submitting this form to ISSS is Step 3 of inviting a J-1 Student-Intern to receive training in your academic department. This is to request a visa application packet, including the DS-2019, which the Student-Intern will need to obtain their J-1 status. NOTE: Some information was gathered in Step 1 (Prospective Student-Intern Application).

Once complete, submit these materials to issjdoc@umn.edu. Please use the subject line “[Student-Intern’s Name] J Student-Intern Application.”

DOCUMENT CHECKLIST

When ready to submit, use this checklist to assure that all documents are assembled.

- Completed Host Department Application form (including UMN ID for the Student-Intern) that includes the signatures of the head of the department and department mentor
- Completed ISSS Fee form
- TIPP (DS-7002) signed and dated by the Student-Intern (page 1) and Faculty Mentor (page 4) (can be scanned/sent to Department)
- Signed Statement of Responsibilities (Student-Intern can sign, scan/send to Department)
- Completed and signed letter from the Student-Intern’s academic dean or advisor at home university (Home Institution Enrollment Verification; can be scanned/sent to Department)
- Copy of Student-Intern’s passport (bio pages only)
- Copies of J-2 dependent passports (if applicable)
- Copy of funding documentation
- Department invitation letter/offer letter (dates requested for TIPP, DS-2019, and letter must match)

SECTION 1: UMN HOST DEPARTMENT INFORMATION

1. Student-Intern Name: 2. UMN ID:
Name Provided by Department
3. UMN Faculty Mentor: 4. UMN Host Department:
5. Dates of proposed internship
 (must be 12 months or less; J-1 regulations do not permit extensions beyond 12 months.)
- Start Date (mm/dd/yyyy) End Date (mm/dd/yyyy)

SECTION 2: DEPENDENT INFORMATION

If the Student-Intern wishes to invite dependents (children under the age of 21 or a spouse) in J-2 status, complete the information below for each dependent. (Note: J-2 dependents are not allowed to enter the U.S. before the J-1's initial entry.)

DEPENDENT 1

6. Name Shown on Passport
First/Given Name Middle Name Last or Family Name
7. Email Address
(Required for Spouse)
8. Date & Location of Birth
MM/DD/YYYY City of Birth Country of Birth
9. Country of Citizenship
10. Country of Legal Permanent Residence
11. Gender Male Female This Person is the Student-Intern's: Spouse Child

DEPENDENT 2

12. Name Shown on Passport
First/Given Name Middle Name Last or Family Name
13. Email Address
(Required for Spouse)
14. Date & Location of Birth
MM/DD/YYYY City of Birth Country of Birth
15. Country of Citizenship
16. Country of Legal Permanent Residence
17. Gender Male Female This Person is the Student-Intern's: Spouse Child

DEPENDENT 3

18. Name Shown on Passport
First/Given Name Middle Name Last or Family Name
19. Email Address
(Required for Spouse)
20. Date & Location of Birth
MM/DD/YYYY City of Birth Country of Birth
21. Country of Citizenship
22. Country of Legal Permanent Residence
23. Gender Male Female This Person is the Student-Intern's: Spouse Child

SECTION 3: FINANCIAL SUPPORT

24. Has the U of M received funding from the U.S. government specifically for the purpose of international educational exchange for this applicant (this does not include government grants given to the U of M directly, other than for the specific purpose of exchange)? Yes No

25. If yes, please specify

Indicate in the chart below all sources of funding for the period requested in this application based on the minimum funding requirements. Attach copies of documentation to verify funding indicated in chart (ex. offer letter, scholarship letter, bank statement).

Minimum funding requirements*:

For	Per Month	Per Year
J-1 Student-Intern	\$1,300	\$15,600
Additional funds are required if scholar is inviting J-2 dependents:		
1 dependent	\$691	\$8,292
2 dependents	\$971	\$11,652
3 dependents	\$1,196	\$14,352
*Minimum considers cost of basic accommodations, utilities, food, transportation, & health insurance. Planning for more is recommended.		

Documentation should be in US\$ or include currency conversion. It should be in English or have an unofficial English translation attached.

U of M Offer Letters: If the dates in this request do not match the initial offer dates in your letter, a statement should be added in/with the letter that the department requests the DS-2019 to be issued for the dates matching in this request.

Funding ranges: If a funding letter provides a range of support, the lower amount is to be used for this request.

FUNDING SOURCE	FUNDING PROVIDER AND AMOUNT
U of M	Amount: <input style="width: 480px; height: 25px;" type="text"/>
U.S. government agency	Name of Agency: <input style="width: 480px; height: 25px;" type="text"/> Amount: <input style="width: 480px; height: 25px;" type="text"/>
International organization	Name of Organization <input style="width: 480px; height: 25px;" type="text"/> Amount: <input style="width: 480px; height: 25px;" type="text"/>
Exchange visitor's government	Amount: <input style="width: 480px; height: 25px;" type="text"/>
Binational commission of the exchange visitor's country	Amount: <input style="width: 480px; height: 25px;" type="text"/>
All other universities or organizations	Name of Other: <input style="width: 480px; height: 25px;" type="text"/> Amount: <input style="width: 480px; height: 25px;" type="text"/>
Personal Funds	Amount: <input style="width: 480px; height: 25px;" type="text"/>
Total in US\$	<input style="width: 480px; height: 25px;" type="text"/>

SECTION 4: UMN DEPARTMENT SIGNATURES

UMN Department Head and Faculty Mentor: Please read and sign below.

We understand that the primary purpose of the J Exchange Visitor Program is not to provide employment, but to foster the exchange of ideas between Americans and foreign nationals and to stimulate international collaborative teaching and research efforts.

We understand that the exchange of Student-Interns promotes mutual enrichment and linkages between research and educational institutions in the United States and foreign countries. It does so by providing foreign Student-Interns the opportunity to receive, from their American faculty mentors, training in their major field of study, to participate actively in cross-cultural activities with Americans, and ultimately to share with their fellow citizens their experiences and increased knowledge about the United States and their substantive fields

We understand that J-1 Student-Interns' primary activity must be to receive training in their major field of study. We will not place the Student-Intern in an unskilled or casual labor position, a position that requires or involves child care or elder care, or a position in the field of aviation. We will not place the Student-Intern in a clinical position or a position that engage in any kind of work that involves patient (human or animal) care or contact, including any work that would require medication or other clinical or medical care. No more than 20 percent of the Student-Intern's activity will be clerical.

Our department is inviting this individual for the period indicated.

If our department will be funding the Student-Intern, we verify that the information is accurate in the application materials.

We understand that the Student-Intern and their dependents are required to carry health insurance for the duration of their stay. The U of M requires all of its J visa holders to enroll in the University-sponsored health insurance or comply with the requirement otherwise through the Office of Student Health Benefit

If this Student-Intern is requesting to transfer to the U of M from another J Program Sponsor in the U.S., we confirm that this will be a continuation of their original program. This means that the Student-Intern's program objectives at the U of M will be consistent with the individual's original program objectives for which they were initially invited to the U.S. to complete.

The faculty mentor indicated below agrees to abide by the "Faculty Mentor Responsibilities" found on the ISSS website.

A signature for each position is required below

Further, as the Faculty Mentor I attest that the Student Intern's program is non-clinical. I understand that any direct patient contact will result in immediate termination of the Student-Intern's immigration status. I certify that I will conduct a final evaluation with the Student-Intern and a mid-point evaluation if the Internship is 6 months or longer, and I will send a copy of the evaluation to ISSS for required record keeping. I certify that I have read the conditions of sponsoring a Student-Intern and understand the limitations of their J-1 status. I hereby certify that the information provided is accurate to the best of my knowledge.

Signature of U of M Faculty Mentor

Print Name

Title

Phone

Email

As the Department Chair or assignee, I hereby certify that the department supports this request to sponsor a J-1 Student-Intern.

Signature of U of M Department Head

Print Name

Title

Phone

Email

This form is in support of [Student-Intern Surname]

[Student-Intern Given Name]

Student-Intern U of M ID

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 \$275, Initial Fee

Date Sent to GPS _____

_____ J-1 \$275, Final Fee

Date Sent to GPS _____

STATEMENT OF RESPONSIBILITIES**FOR NEW J-1 RESEARCH SCHOLARS, SHORT-TERM SCHOLARS,
PROFESSORS AND STUDENT-INTERNS**

Please read and sign the bottom of the next page. Keep a copy for your records. You may scan and send the signed form to your hosting department. Please contact your department or ISSS if you have questions about any of the information below.

1. Maintain accurate visa documents. Your official government documents must be accurate and valid at all times. Contact ISSS to update any information on your DS-2019 (i.e. funding) or DS-7002 (Student-Intern only; i.e. funding, enrolling in a class).

Name consistency: Your name should appear exactly the same as it is on your passport and should be consistent on all of your official documents in the U.S. The documents are:

- Immigration documents (DS-2019, I-94 Arrival/Departure card or record)
- Payroll documents - if applicable (U.S. Social Security card, U of M Payroll I-9 Form)
- Other identification documents - if applicable (Minnesota driver's license or state I.D. card)

2. Report your arrival and residential address: You must arrive and report to ISSS within 25 days of your DS-2019 start date. At that time you will also need to report your U.S. residential address. You must report subsequent residential address changes within 10 days of moving while you are in J-1 status. You must alert your hosting department and ISSS if you are unable to meet the reporting requirement.

3. Report your e-mail address: You must always have an active e-mail address that the University can use to contact you. Keep your hosting department and ISSS updated with your email information.

4. Health insurance requirement: *Research Scholars, Short-term Scholars and Professors:* If the length of your program is 31 days or more, U of M requires that you (and any eligible J-2 dependents) purchase the U of M health insurance. J-1 scholars, and all J-1 Student-Interns regardless of program duration, are required to have either the University Employee Benefits Health Insurance, if employed by the U of M, or the University Student Health Benefit Plan (SHBP), if not employed by the U of M. For more information, visit the Office of Student Health Benefits website: <http://shb.umn.edu/health-plans/gahp-home>

If you do not purchase the U of M insurance for yourself and your dependent(s), for the entire length of your J program, you will not be eligible for ISSS services after you arrive. These services include:

- Travel/Reentry Signature
- DS-2019 Extension
- Dependent DS-2019 Request
- Financial Update
- Occasional Lecture and Short-term Consultation Authorization

Failure to purchase any health insurance for the duration of your J program will result in ISSS terminating your J status, because J-1 Exchange Visitors and their dependents are required by the U.S. Department of State to carry health insurance in order to maintain their status. For more information, visit our J Health Insurance page: <https://z.umn.edu/j-insurance>

5. Engage in appropriate activities: You may participate in the specific program or purpose for which your department invited you. Other activities (including enrolling in classes) must be approved by your faculty mentor in your hosting U of M department and by an ISSS J-1 adviser. You must have the approval from your hosting department to audit any courses.

Scholars:

You are only authorized to be enrolled in classes part-time, and only as long as they do not interfere in with your J-1 program. You must maintain full-time focus on the scholar activities you were invited to do.

Student-Interns:

You must maintain full-time focus on the activities as listed on the DS-7002, including enrolling in classes. If your activities will vary from the description on the DS-7002, your hosting department must contact ISSS before you engage in any new activities.

6. Work only with appropriate authorization: You are only authorized to work in your U of M hosting department for the activities you have been invited to do. Other employment or payment either at the U of M or off-campus must be authorized by your faculty mentor and ISSS.

7. Have and maintain your funding: You are required to have and maintain enough funding to cover the minimum expenses as outlined in the ISSS Scholar or Student-Intern application for yourself and any J-2 dependents for the duration of your J program. ISSS applications' minimum cost of living is very low. You and your family's actual expenses can vary quite a bit depending on where you decide to live, whether you make your own meals or not, transportation costs, etc. It is strongly advised that you plan your finances accordingly to have access to more funding than the minimums stated on the application.

8. Request ISSS authorization to transfer: You must receive approval from ISSS to change from your current U of M hosting department to another department within the University, or to transfer to another institution within the U.S.

9. End of Program: Your J SEVIS record will automatically complete after the end date on your DS-2019. If you will complete your program with us as expected, there are no additional steps for you to take regarding your visa status. However, if you will be unable or do not intend to return home within the allotted Grace Period (see below), you must discuss your plans with an ISSS adviser to ensure that you maintain legal status in the U.S. Also, if you complete or end your program more than 15 days before the end date of your DS-2019, you must notify ISSS.

10. Comply with the 30 Day Grace Period: J-1 visa holders are given a 30 day “grace period” after the end date of their J-1 program to prepare for departure and/or to travel within the U.S. The program end date is usually the end date on your DS-2019. However, if you do not continue your original J-1 program until the DS-2019 end date, your program (U of MN J-1status) ends on the date you complete your J-1 original activity, transfer to another J-1 sponsor, or change your visa type.

11. J-2 Dependents:

- Report your J-2 dependents’ email addresses (if applicable) upon their arrival in the U.S.
- J-2s may enroll for courses without additional authorization.
- J-2s may work only after receiving employment authorization from the USCIS. J-2 income cannot become the primary source of funding for J-1s or J-2s.
- J-2s are not allowed to remain in the U.S. after you have completed your J-1 program and have left the U.S.
- Report to ISSS if a J-2 dependent will not use a DS-2019 they were issued
- If your J-2 dependents leave permanently before your end date, report their departure to ISSS to end their J-2 SEVIS record

For more information: <https://z.umn.edu/j-dependents>

12. Release of Information: Your records and other information resulting from any services you may receive from ISSS are private and will ordinarily not be released without your prior written consent. However, the information may be shared within ISSS or with other University offices on a need to know basis. In addition, state and federal laws place some limits on confidentiality and may require ISSS to share information, without your permission, with other offices.

We are required to share information with the appropriate University or government offices if you discuss with us:

- An imminent and credible threat of harm to yourself or another person
- An incident of sexual assault, sexual harassment, relationship violence, or stalking that occurred on campus, occurred during a University program or activity, or was committed by a University student or employee.
- Any physical abuse, neglect or sexual abuse of children or vulnerable adults within the last three years (including abuse of you if you were under the age of 18 at the time)
- As required by the Department of Homeland Security or other U.S. government agencies who may be designated to request information.

For more information, please see our website <https://z.umn.edu/iss-confidentiality>

13. Use of Public Funding: As a nonimmigrant, you are not eligible to use any type of public funding during your stay in the U.S.

14. You must file a U.S. Income Tax form: By April 15 each year, even if you have not earned any income in the U.S. ISSS provides resources for tax assistance but does not offer any tax advising.

15. Travel: If you are travelling outside of the U.S., you must ensure you have the proper documents needed to re-enter: valid passport, valid entry visa stamp in your passport, valid DS-2019 with a valid ISSS re-entry signature (lower right corner), proof of funding indicated on your DS-2019, and proof of health insurance. For more information: <https://z.umn.edu/j-travel>

STATEMENT: *I have carefully read these responsibilities and understand their importance. I am aware that my legal status in the U.S. depends on fulfilling these responsibilities to the best of my ability. If I have any questions at any time about these matters, I know that I may contact ISSS.*

Signature

Month/Day/Year

Print Name

U of M ID Number

**HOME INSTITUTION
ENROLLMENT VERIFICATION**

To the Academic Dean or Academic Advisor abroad: Your student has applied to be a Student-Intern at the University of Minnesota in the United States. Please complete the following information, sign, and return to the student.

*Please print the following on university letterhead and
replace the text in ALL CAPS with the student's information*

STUDENT NAME is currently enrolled and is in good academic standing in a degree-seeking program at NAME OF HOME UNIVERSITY in the field of STUDENT'S FIELD OF STUDY. By engaging in the activities described in the Training/Internship Placement Plan, the student will continue to pursue the educational objectives of his or her current academic program at our university.

I approve of this student's participation in the Student Internship at the University of Minnesota in the Department of UMN DEPARTMENT NAME. I also approve of the student receiving any monetary payment the University of Minnesota may offer.

After completion of the Student Internship at the University of Minnesota, this student is expected to return to NAME OF HOME UNIVERSITY and complete the requirements for a degree. This university is an accredited, postsecondary academic institution located outside of the United States.

PLEASE SIGN, DATE, AND PRINT YOUR NAME AND TITLE