J-1 Student Intern Program

Application Packet/Checklist for UO Departments

- J-1 DS-2019 Request Form
- English Language Proficiency Certification (page two, DS-2019 Request Form)
- Training/Internship Placement Plan (draft only, to start with)
- Placement Site Verification
- J-1 Student Intern and Foreign University Attestation
- Student Intern Agreement
- Copy of previous DS-2019 (if intern has been in J status in past 2 years)
- Proof of financial support for non-UO funding

For Off-Site/Third Party Internships:

- Placement Site Verification with Off-Campus Placement Site Information
- Third Party Agreement

Compiled by:

__________________________  __________________________  ____________
Name                      Department                      Date

__________________________
Telephone

__________________________
Email

International Student & Scholar Services use only

Packet Received: __________________  Training/Internship Plan Finalized: __________________
Visa Packet to Dept ________________  Notes _______________________________
Program Information

Complete this application only if you have contacted International Student & Scholar Services in OIA and the intern category has been approved for your prospective international exchange visitor.

J-1 Exchange Visitor Program

The purpose of this US Department of State (DOS) program is to increase mutual understanding between the people of the United States and the people of other countries through educational and cultural exchanges. For more information, visit the DOS website:

http://exchanges.state.gov/education/jexchanges

Program Description

The Student Intern program is a structured and guided work-based learning program, set forth in an individualized Training/Internship Placement Plan (TIPP), that:

- Reinforces a student’s academic study,
- Recognizes the need for work-based experience,
- Provides on-the-job exposure to American techniques, methodologies, and expertise,
- Enhances the intern's knowledge of American culture and society

Internship programs must expose participants to American techniques, methodologies, and expertise and expand upon the participants’ existing knowledge and skills. Programs must not duplicate the participants’ prior work experience or training received elsewhere.

Program Duration

Maximum intern program duration: 12 months. No extensions are permitted.

Education Level

Interns must be currently enrolled in and pursuing studies at a degree-or certificate-granting postsecondary academic institution outside the United States.

Training/Internship Placement Plan

The TIPP (DS-7002) must be completed and signed by ISSS, UO Department or sponsoring employer, and the student intern before the intern may apply for a J1 visa. Intern’s program must be full-time (minimum of 32 hours per week) and no more than 20% of the internship can be clerical work.
English Language Proficiency
Sponsors must ensure that interns have verifiable English language proficiency sufficient to function on a day-to-day basis in their internship environment. English language proficiency must be verified through an interview conducted by the sponsoring department.

Evidence of Finances
Interns must have sufficient finances to support themselves for their entire stay in the United States, including housing and living expenses. The amount of funding that is considered sufficient for support at the University of Oregon is listed below.

- $10,000 / 5 months Intern
- $14,125 /5 months Intern + 1 dependent
- $1500 / month Each additional dependent

Interns do not need to provide documentation to ISSS for UO funding (although interns will need to provide UO funding documentation at their visa interview at the US embassy or consulate abroad.)

Documentation for non-UO funding may be: 1) a statement from a bank showing available funds, or 2) a contract or an award letter from a sponsoring institution indicating the dates that the intern's expenses will be covered. The document(s) must be in English, or accompanied by an English translation.

Evidence of Insurance
Interns must have health insurance for self and dependents in order to maintain eligibility for J-1 exchange visitor status while on the Student Intern program. Coverage must provide medical benefits of at least $100,000 per accident or illness; repatriation of remains in the amount of $25,000; expenses associated with medical evacuation in the amount of $50,000; and a deductible not to exceed $500 per accident or illness.

A signed Statement of Compliance is required upon check-in, accompanied by a readable proof of insurance coverage in English, if intern is not covered by the UO health insurance plan.

Evaluations
All evaluations must be completed and signed by both the supervisor and the intern prior to the conclusion of the internship program and submitted to ISSS.

- Internship exceeding 6 months in duration required mid-point and final evaluations.
- Internships of 6 months or less require final evaluations only.
On Campus Privileges

Interns are not UO students although they must be students in their home country university to which they are returning. Interns do not register for classes, pay tuition, nor do they receive UO student benefits. Interns may be employed at UO as non-system students. However, a justification of using on-the-job training must be provided on the TIPP/DS-7002.

Application Process & Timeline

1. Department screens potential applicant for program eligibility and conducts interview with applicant to determine English language proficiency.

3. Intern completes Department application and emails application with supporting documents to Department. (See Application Checklist.)

4. Department completes J-1 DS-2019 Request Form and submits with supporting documents to ISSS. (See Application Checklist.)

5. ISSS creates DS-2019 and DS-7002 (starting June 2015) and sends Visa Documents Packet to Department. The Visa Documents Packet includes:
   - Welcome letter from OIA
   - Signed DS-2019
   - Signed TIPP (DS-7002 - starting June 2015)
   - J1/SEVIS fee Information Sheet
   - Health Insurance Compliance Statement

6 Department sends Visa Documents Packet, along with any other supporting documents to intern.

7. Intern signs TIPP/DS-7002, DS-2019 and applies for a J-1 visa at the nearest US embassy or consulate. Note: The fillable TIPP or SEVIS DS-7002 must be signed by all parties and either version can be used to apply for J-1 visa.

8. Intern completes mandatory immigration check-in and orientation with ISSS within one week of arrival. Intern must present a signed copy of TIPP/DS-7002 and the health insurance Statement of Compliance.

9. ISSS enters TIPP/DS-7002 signature dates into SEVIS (starting June 2015) and validates record. Note: SEVIS records are just validated upon check-in prior to June 2015.

10. Department completes a Final Evaluation/Departure Form (signed by faculty and student intern) and submits to ISSS. (If internship is longer than 6 months, Department must submit a Mid-Point Evaluation and a Final Evaluation.)