



### J-1 Exchange Visitor Program and Student Intern Category Overview

The U.S. Department of State Exchange Visitor Program (“J-1 Program”) is designed to promote international academic, scientific, and cultural exchange in order to develop mutual understanding between the people of the United States and other countries. The J-1 Program is utilized to bring Exchange Visitors (EVs) to the U.S. on a temporary basis to engage in exchange activities; not as a means of general employment.

The **J-1 Student Intern Category** is available to students currently enrolled in a post-secondary, degree-seeking program overseas with a required internship component. The UIC internship must meet the educational objective of the student’s home institution and the student must be in good standing (attested to via the “Certification of Academic Status” - page 3 of EV’s Application). Intern programs are limited to a 12-month maximum. The designated Intern Supervisor must read and agree to all certifications listed on pages 2 and 3 of this form. *\*Note: PhD candidates may be more suitable for other J-1 categories; contact OIS if you have questions before completing this form.*

### J-1 Process

1. Complete OIS Request Forms and collect all required supplemental documentation from department and scholar. This includes a \$650.00 OIS processing fee.
2. Submit hard-copy packet of forms and documentation to OIS for processing.
3. OIS reviews within 10 business days, contacts department for follow-up information.
4. OIS contacts department when original DS-2019(s) and DS-7002 are ready for pick-up.
5. Department sends DS-2019 and DS-7002 along with invitation letter, etc., to scholar overseas.
6. Scholar (and any dependents) applies for J-1 (and J-2) visa(s) at a U.S. Consulate abroad.
7. Scholar enters the U.S. and checks-in with OIS as soon as possible upon entry. (J-1 may not enter sooner than 30 days prior to the DS-2019 start date. OIS must validate J-1’s record no later than 30 days after same start date.)

### J-1 Processing Timeframes

*It is recommended that you submit this request at least **45 days** prior to the proposed J-1 program start date:*

- Initial OIS review: 5 business days
- Average time to collect all additional documents and create DS-2019(s): 10 – 20 days
- Visa process: 2 – 30+ days, depends on [Consulate](#) and scholar’s application.
- Mailing and travel time: 3-10 days

### Checklist of Required Documents

#### *From Department:*

- This original, signed Request Form (pages 2-3)
- Signed copy of UIC letter of invitation/offer including: program dates, any fees that will be incurred by the scholar (i.e., administrative program fees), any salary or compensation, and a thorough description of research and duties. See HR website for appropriate [J titles](#) and [offer letters](#).
- [Patient Care Statement](#): if scholar earned an M.D., or equivalent, degree outside the U.S. (2 originals)
- Optional:** Red Letter Envelope if you do not wish to collect DS-2019s in person at OIS.
- [Evaluation](#): to be submitted **later** at the midpoint and/or end of the Intern’s program.

#### *From Student Intern:*

- Copies of signed Student Intern Request Form (pages 1-3)
- Copy of passport biographical pages for Intern and any dependents
- Copy of signed Certification of Academic Status from home institution (page 3)
- [Upload](#), or provide valid copies, of financial support documents if non-UIC funded

#### *From Department and Student Intern*

- [Form DS-7002](#) (Please contact OIS with any questions about completing the DS-7002 form)



EV's Passport Family/Last Name: \_\_\_\_\_ Given/First Name(s): \_\_\_\_\_

**New/Initial Student Intern DS-2019 Request**

**Student Intern DS-2019 Extension Request** (max program period is 12 months)

**Department Certifications**

- **Sponsorship:** I authorize sponsorship of this Exchange Visitor (EV) and I understand that it is the responsibility of the department to monitor compliance of the EV with all immigration laws, and that it is the responsibility of the department to offer reasonable support of the EV in his/her efforts to comply with immigration law.
- **Health Insurance:** I understand that all EVs and their dependents are required under federal immigration law to carry specific health insurance coverage amounts, and that failure by the EV to maintain adequate health insurance coverage during the duration of their stay will result in immediate program termination and loss of legal status of the EV and any dependents. Our department has informed/will inform the EV of these insurance requirements.
- **Funding:** If UIC-funded, I certify that UIC funds are available as indicated. If funding changes, we will notify OIS immediately.
- **Allowable Activities:**
  - I understand that the EV will be terminated if he/she fails to participate in the proposed activities or engages in unauthorized employment.
  - I understand that activities that fall outside the exchange program are restricted, and that the department must consult with OIS prior to approving EV participation in any other academic activity (i.e. off-site research, enrollment in courses, etc.)
- **Arrival dates:** I understand that the EV is only allowed to enter the U.S. up to 30 days prior to the start date listed on the DS-2019 and that OIS must validate (check-in) the EV no later than 30 days after the start date. I will inform OIS immediately if the EV's arrival will be delayed.
- **Check-in:** I understand that the EV must check-in with OIS upon arrival and provide proof of adequate health insurance, as above.
- **Orientation:** I will allow the EV to attend the federally required OIS J-1 Scholar Orientation.
- **Departure:** I understand it is the responsibility of the department to provide OIS with a Departure Verification Form (DVF) upon program completion, and that failure to do so could result in future immigration complications for the EV.

**Additional J-1 Student Intern ("Intern") Certifications – "I understand that..."**

- UIC departments can host an Intern for a maximum period of 12 months.
- The Intern will not displace full-time or part-time U.S. employees.
- The internship program is not designed to recruit and train foreign nationals for employment in the U.S.
- All information provided on the DS-7002 Training and Internship Placement Plan is accurate, including providing sufficient planning, equipment, and trained personnel will be dedicated to provide the internship opportunity.
- Interns may only be placed in the location listed on the DS-7002 Training and Internship Placement Plan; they may not telecommute as a primary means of conducting their program.
- The Intern is primarily in the U.S. to engage in a student internship program rather than to engage in employment or provide services to the department.
- The internship program exposes the Intern to American techniques, methodologies, and technology and does not duplicate any of the Intern's prior experiences.
- The department may not place Intern in an unskilled or casual labor position, in a position that requires or involves child care or elder care, a position in the field of aviation, or in clinical positions, or engage in any other kinds of work that involves patient care or contact, including any work that would require the Intern to provide therapy, medication, or other clinical care.
- The department will not place an Intern in a position that could bring the Exchange Visitor Program or the Department of State into notoriety or disrepute.
- The department will not engage or otherwise cooperate or contract with a staffing/employment agency to recruit, screen, orient, place, evaluate, or train Interns, or in any other way involve agencies in the student internship program.
- The department will ensure the duties of the Intern will not involve more than 20% clerical work, and that all tasks assigned to an Intern are necessary for the completion of the student internship program.
- The department will complete and file the required evaluations to OIS in a timely manner, and understands that failure to submit these evaluations will result in the termination of the Intern's immigration status. These include a concluding evaluation, and a mid-point evaluation for programs lasting more than six months.



EV's Passport Family/Last Name: \_\_\_\_\_ Given/First Name(s): \_\_\_\_\_

**Supervisor's English Proficiency Certification - REQUIRED**

EVs are required to have "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." The supervisor's signature below certifies compliance that the EV's English language ability has been determined by the following acceptable means.

You must select one:

- Results from a recognized English language test (attach copy of test results)\*  
Name of Test: \_\_\_\_\_ Score: \_\_\_\_\_  
*\*Refer to UIC Graduate Admission [English Proficiency Requirements](#) for acceptable score minimums.*
- Signed documentation from an academic institution or English language school (attach copy.)
- Documented in-person, videoconference or phone interview conducted by the sponsor on Date: \_\_\_\_\_

**Department Authorization**

I certify that the information provided in this Student Intern Request Form is correct and that no part of the OIS application fee of \$650.00 will be assessed to the Student Intern. I attest that the department will uphold the certifications listed on pages 2 and 3.

**BANNER/FOAPAL #:** Fund \_\_\_\_\_ Org. \_\_\_\_\_ Acct. 141901 Program \_\_\_\_\_

➡ Original Signature of Dean/Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name of Dean/Department Head: \_\_\_\_\_

➡ Original Signature of Supervisor/PI: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name of Supervisor/PI: \_\_\_\_\_ Department: \_\_\_\_\_

Name of Department contact person: \_\_\_\_\_ Email: \_\_\_\_\_

**Internship Information**

1. Internship Program Dates: From: \_\_\_\_\_ To: \_\_\_\_\_ (max 12-month duration)
2. [UIC Appointment Title](#): \_\_\_\_\_ 3. Hours of activity per week\*: \_\_\_\_\_

*\*By law, this may not include more than 20% clerical work. Should also be involved in program activities at least 32+ hours per week.*

4. Describe the internship program objectives and/or proposed activities in 1-3 sentences. (Should match DS-7002 pages 3-4.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Funding: Must meet monthly minimums of \$1,900 for EV, \$560 for first dependent, \$425 for each additional dependent. Non-UIC sources require valid copies from sponsor; originals may be uploaded to [Box](#) or mailed. See [OIS website](#) for more details.

Funding source	Amount per month (USD)
UIC funding	\$
EV's home government (paid directly only)	\$
Personal funds (attach/upload bank statement in English &/or translation)	\$
Other Source (specify below, i.e. home institute name)	\$
<b>Total per month</b>	\$