

## HOSTING A J-1 STUDENT INTERN ELIGIBILITY AND REQUIREMENTS

This program is designed for students who are currently enrolled in an undergraduate degree program outside the U.S. and who have an academic requirement for practical field experience. Internship programs provide unique opportunities for interns to gain practical experience on the process of conducting research in their academic field. The U.S. internship must fulfill educational objectives for the intern's degree program at his or her home institution.

### ELIGIBILITY REQUIREMENTS

The Intern program as set forth in an individualized Training Placement Plan (T/IPP) is a structured work-based learning program that:

- Reinforces a student's ongoing academic degree program at a foreign institution (not eligible after graduation).
- Exposes the intern to American techniques, methodologies and expertise and expands his/her knowledge/skills
- Enhances the intern's knowledge of American culture and society;
- Has a **minimum of 3 weeks** and **maximum duration of 12 months** (with no extension permitted).
- The internship is **full-time (minimum of 32 hours a week)** and no more than 20% of the tasks can be clerical;
- Internships involving in any type of clinical, patient care or contact or therapy are *NOT* eligible (e.g., sports or physical therapy, psychological counseling, nursing, dentistry, veterinary medicine, social work, speech therapy, early childhood education).
- Internship must **meet all requirements of the *Fair Labor standard Act***. In addition, programs must not displace "American workers" (including full or part-time, temporary or permanent) and must "*exist solely to assist trainees and interns in achieving the objectives of their participation in training and internship programs.*"
- Must **maintain health insurance during the entire program** that meets State Department minimum requirements.

### INTERNSHIP STRUCTURE

The sponsoring department is responsible for providing cultural and professional exchange opportunities for the visiting Student Intern.

### STATE DEPT FORM DS-7002 - TRAINING / INTERNSHIP PLACEMENT PLAN (T/IPP)

The fillable Form DS-7002, Training/Internship Placement Plan (T/IPP) must be completed and signed by the faculty supervisor, the prospective Intern and by ISO as a first step in the process and before ISO can issue form DS-2019, the J-1 visa document needed to apply for a J-1 visa. The completed DS-7002 must be presented to the U.S. Embassy, along with the DS-2019 and supporting documents when the Intern applies for a J-1 visa.

### LENGTH OF PROGRAM

- ☐ The **minimum** length is **3 weeks**; the **maximum** duration is **12 months** per degree program. No extensions beyond the 12 months are permitted. However, the 12 months can be divided into smaller periods during a student's degree program. Participation after completing the degree is not permitted.
- ☐ Extension requests require a completed Student Intern Evaluation along with a new DS-7002 T/IPP form.
- ☐ The internship program must be full-time with a **minimum of 32 hours a week**.

### EDUCATION / DEGREE REQUIREMENT (Verified by signed copy of *Home Institution Certification Form*)

- ☐ Interns must be currently enrolled in and pursuing an undergraduate degree at a university outside the U.S to qualify. Students who have already completed their academic programs are not eligible.

Note: Students who have completed the equivalent to a U.S. bachelor's degree may be hosted as J-1 Short-term Scholars or Research Scholars. Contact ISO for additional information.

- ☐ Certification of good academic standing with his/her institution.
- ☐ Certification that the internship program at the GW will fulfill the educational objectives for the current degree program and that he/she will continue in the academic program upon completion of the internship at GW.

## ENGLISH LANGUAGE REQUIREMENTS

J-1 Sponsors must ensure that a prospective Intern has verifiable English language skills sufficient to function on a day-to-day basis in the internship environment. English language proficiency must be verified by the following:

- TOEFL (minimum 550 on paper-based or 80 on Internet-based test); or
- Academic IELTS (minimum of an overall band score of 6.0 with no individual score below 5.0.)

## EVIDENCE OF FINANCIAL SUPPORT:

The intern must be able to document financial support in the amount of \$2,000.00 USD per month minimum funding. Additional funding is required for any dependents. Documents must be in English, or accompanied by English translation. This may be in the form of any of the following:

- Personal finances can be documented with a bank letter that is signed by a bank official on bank stationery or with a recent bank statement showing available funds.
- If sponsored by family member, attach a letter of sponsorship to the bank statement.
- A contract or an award letter from a sponsoring organization or institution indicating the dates that the intern's expenses will be covered and the amount of funding provided;
- GW funding (contract letter).

## EVALUATIONS

J-1 Intern regulations require the GW sponsoring faculty to complete a written evaluation for each Intern's performance within 15 days prior to the conclusion of the internship. For programs lasting more than 6 months a midpoint evaluation is also required within 15 days of the midpoint mark. The evaluation must be forwarded to ISO for required records subject to DOS audit. The final evaluation is due to ISO before the Intern leaves the U.S.

## ON CAMPUS PRIVILEGES

**Interns are not GW students.** Therefore, they may not have access to on campus privileges enjoyed by GW students; although they must be continuing students in their home countries. They do not need to register for classes although they may enroll as part-time, non-degree-seeking students at GW. This will be infrequent since student interns must be employed full time, 32 hours or more, and will not normally have time to take courses.

## MANDATORY IMMIGRATION CHECK-IN AT ISO / MINI-ORIENTATION

DOS requires that all J-1 visitors Check In with ISO **by the DS-2019 Start Date**. If the Intern does not Check-In timely, DOS will terminate the Intern's SEVIS status and he/she will not be eligible to engage in his/her program at GW or to remain legally in the U.S.

**\*\* If the Intern will be unable to arrive or Check In with ISO by the DS-2019 Start Date, the department agrees to promptly notify ISO to protect the visa status of the incoming Intern.**

**Interns must bring all of the following documents to ISO Check-In:**

- Immigration documents: passport with J-1 visa, DS-2019, I-94
- Evidence of insurance meeting at least the minimum U.S. Department of State requirements;
- U.S residential address and U.S. mailing addresses, if different than living address

## EMPLOYMENT RESTRICTIONS

The J-1 Intern is approved for the specific academic department, Training/Internship Program Plan, and dates listed on the initial J-1 Student Intern application. The Intern is NOT authorized to change programs without authorization from ISO; this restriction includes interning in a different department within GW or changing internship duties. If there is a change in the training plan for the Student Intern, the department must notify ISO immediately.

## NOTICE OF DEPARTURE

Sponsoring professors and Student Interns are responsible to notify ISO of the Student Intern's departure at the completion of the program. If the Student Intern's program is not properly closed with immigration it could lead to complications for the Student Intern in future visits to the United States.

## DEPARTMENTAL CHECKLIST AND PROCESS FOR INVITING J-1 STUDENT INTERNS

### DEPARTMENTAL CHECKLIST

- ☐ **Form A DEPARTMENT REQUEST FORM - Completed by Department**
- ☐ **Letter of invitation** from Academic Department (Dates of Activity should match the DS-7002)
- ☐ **DS-7002** Completed and signed by GW Host Faculty and Intern
  - (See guidance below: **HOW TO COMPLETE DS-7002 TRAINING PLAN TIPS & ROUTING**. Submit completed copy with student signature, along with all supporting docs, as well as, **electronic completed original fillable PDF**)
- ☐ **Form B PROSPECTIVE INTERN DATA SHEET - Completed by Intern** (3 pages)
- ☐ Proof of **English Proficiency**
  - TOEFL (minimum 550 on paper-based or 80 on Internet-based test); or
  - Academic IELTS (minimum of an overall band score of 6.0 with no individual score below 5.0.)
  - A documented interview conducted by the department in-person, via videoconference, or by telephone
- ☐ Signed copy of **Home Institution Certification Form** where degree is being pursued abroad
- ☐ Proof of **Financial Funding** in English (If not fully funded by GW)
- ☐ Copy of **passport** (biographical page and any U.S. visa page) for Intern and any dependents
- ☐ Current **Resume** or CV

### APPLICATION PROCESS OVERVIEW

**Step 1.** Prospective Intern contacts the academic department, typically the faculty member for which he/she would like to do a research internship.

**Step 2.** GW host faculty reviews the request to verify academic requirements for the J-1 Intern program (see *Eligibility and Requirements* discussed above. If the GW host faculty wishes to offer an internship:

- GW host faculty prepares a Training/Internship Placement Plan. The plan is sent to the student for review and signature. (See guidance below: **HOW TO COMPLETE DS-7002 TRAINING PLAN TIPS & ROUTING**)
- Host department requests the following documentation from the Intern to be submitted to the host department to include with departmental documents when submitting a complete request to ISO:
  - ☐ **Form B PROSPECTIVE INTERN DATA SHEET - Completed by Intern** (3 pages)
  - ☐ Proof of **English Proficiency**
    - TOEFL (minimum 550 on paper-based or 80 on Internet-based test); or
    - Academic IELTS (minimum of an overall band score of 6.0 with no individual score below 5.0.)
  - ☐ Signed copy of **HOME INSTITUTION CERTIFICATION FORM** where degree is being pursued abroad
  - ☐ Proof of **Financial Funding** in English (If not fully funded by GW)
  - ☐ Copy of **passport** (biographical page and any U.S. visa page) for Intern and any dependents
  - ☐ Current **Resume** or CV

**Step 3.** Department forwards all documentation to ISO as a complete request for J-1 Intern sponsorship and issuance of a DS-2019. ISO reviews the application packet for eligibility requirements. If the application packet is complete and eligibility is met, ISO creates a SEVIS record, inputs all required data, including DS-7002 and prepares the J-1 DS-2019, signs the T/IPP and prepares a pre-arrival packet. The host Department will be notified when the DS-2019 / DS-7002 package is ready for department pick-up and express mail the packet overseas.

**Step 4.** The Intern will receive the original DS-2019, along with the final DS-7002 with original signatures from ISO and host faculty needed to apply for a J-1 visa at the US embassy/consulate. She / he is required to:

- Review the J-1 DS-2019 for errors (**Do NOT send a scanned or faxed copy. This is prohibited by law.**)
- Pay the SEVIS fee of \$180 online, **at least three business days before** the date of the **visa interview**
- Complete the DS-160 visa application form and schedule a visa interview at the U.S. Embassy/Consulate
- Ensure the US Embassy/Consulate processes the J-1 visa stamp and attaches it to the passport

- Research and select a health insurance plan that meets J-1 health insurance requirements

**Step 5.** The Department of State requires that all J-1 visitors check-in with their J-1 sponsor (ISO) by the DS-2019 Start Date. The intern is required to:

- Check-in with the host academic department
- Arrange an appointment with ISO for Immigration Check-In and validation. Bring their passport, DS-2019, proof of health insurance, and local address

## HOW TO COMPLETE DS-7002 TRAINING PLAN: ROUTING AND TIPS

**ROUTING:** The GW Intern Form DS-7002 should be routed as follows:

**[Note: DS-7002 Template includes tips in [brackets]. Please delete the tips and insert relevant info.. All data fields must be complete. Please resave the template as follows:**

**DS-7002\_ver\_Mar-2015\_J-1 Student Intern\_GW\_LAST, First [SCHOOL INITIALS, Dept]**

- GW Faculty Supervisor prepares a **Training/Internship Placement Plan** and **completes DS-7002, Section 1: PARTICIPANT INFORMATION, SECTION, 2: COMPENSATION, SECTION 4: TRAINING/INTERNSHIP PLACEMENT PLAN.**
- GW Faculty Supervisor then forwards a copy to the Intern for review and signature
- Intern completes & signs page 1, **SECTION 3: CERTIFICATIONS**
- Intern shows TIPP to his Dean / Academic Advisor at his degree granting institution abroad to assist with completing and signing the **HOME INSTITUTION CERTIFICATION FORM**
- Intern forwards TIPP with all required supporting docs to GW host department (scanned copies permissible)
- GW Faculty Supervisor then provides an **original signature in blue ink** on Form DS-7002.

**NOTE:** The **completed original fillable DS-7002 PDF must also be forwarded electronically to ISO at the same time as the complete request with all required supporting documents.**

**Due to recent changes, all DATA from the DS-7002 MUST BE INPUT by ISO to SEVIS BEFORE a DS-2019 CAN BE ISSUED.** The completed fillable version will enable us to copy and paste from PDF into SEVIS.

Note: **Faculty signs on page 4** following **SECTION 4: TRAINING/INTERNSHIP PLACEMENT PLAN** and **not** on page 2 as **Sponsor / Responsible Officer**. ISO signs as Sponsor/ Responsible Officer. **Original signatures** (blue ink) are **required from the Faculty supervisor and ISO Responsible Officer** to facilitate J-1 visa issuance.

- Department forwards the DS-7002 along with all supporting documents as a complete package to ISO, including the DS-7002 with an original signature from GW Faculty supervisor.

## TRAINING PLAN TIPS

The "Training Plan" (Form DS-7002 *Training/Internship Placement Plan*) is a Department of State form that is required for the Intern to obtain a visa. Please consider the following guidelines when filling out the training form:

**PHASES** - the Training Form asks that the internship program be broken down into several phases, if applicable:

- **SECTION 4: TRAINING/INTERNSHIP PLACEMENT PLAN**, page 3 & 4 should be printed as often as necessary to describe the internship program phases.
- **TIPS FOR COMPLETING PHASE INFORMATION SECTION:** ISO has inserted guidance listed between [BRACKETS] into data fields on the GW DS-7002 template. **Please remove the guidance to insert the relevant data requested. All data fields must be complete** to ensure that the visa application process will be successful.

## FORM A – DEPARTMENT REQUEST FOR J-1 STUDENT INTERN SPONSORSHIP

To be completed by host GWU department inviting an undergraduate J-1 Student Intern. Please answer all questions as accurately as possible. This information will be submitted to SEVIS and serve as the basis of issuing Form DS-2019 required for the Intern to apply for a J-1 visa abroad.

### Please attach the following documents to Form A and submit to ISO as a complete request:

- ☐ Letter of invitation from Academic Department (Dates of Activity should match the DS-7002)
- ☐ **Form DS-7002** - Completed and signed by GW Host Faculty and prospective Intern
- ☐ Documentation of **English Proficiency** (TOEFL / IELTS score)
- ☐ **Form B** - Completed by prospective Intern. (3 pages)
- ☐ Signed copy of **Home Institution Certification** verifying enrollment in degree abroad and good academic standing.
- ☐ **Evidence of financial support** in English (or with English translation), if not fully funded by GWU
- ☐ Current Resume or CV
- ☐ Copy of passport biographical / expiration page and any U.S. visa pages.

### HOST DEPARTMENT / FACULTY SUPERVISOR INFORMATION

GW School/College:		Department Name:	
Department Address:			
Name of Department Chair:		E-mail address:	
Chair's Phone #		Fax #	
Name of Host GW Faculty:		E-mail address:	
Host Faculty Phone #		Fax #	
Name of Dept. Admin / Contact person:		E-mail address:	
Admin's Phone #		Fax #	
<b>DELIVERY OF VISA DOCUMENTS.</b> Normal processing time to create a DS-2019 for a J-1 Intern (and each dependent) is 10 working days after receipt of all required documents, if complete and accurate. ISO will notify the department contact to pick up and send the DS-2019 package to the Intern when ready.			

### PROSPECTIVE J-1 INTERN INFORMATION

Passport Family / Last Name:		Passport Given / First Name(s):		Middle Name:
Country of Citizenship:		Date of Birth: ____/____/____ Month / Day / Year		<input type="checkbox"/> Male <input type="checkbox"/> Female
Internship Dates: (Must match dates on invitation letter and DS-7002)			Position Title:	
From: ____/____/____ (Month / Day / Year)		To: ____/____/____ (Month / Day / Year)		

### SITE OF ACTIVITY

The exact address where Intern will be working must be recorded in SEVIS. Any changes to Site of Activity must be promptly reported to ISO to update SEVIS.)		
Department Name:		
Street Address:		
City	State	Zip

SUPPORT SERVICES PROMISED TO INTERN					
GW email account	Library access	Office Space	Computer	GW telephone	Other, please indicate:

ENGLISH PROFICIENCY			
Check one:		Certification by a recognized English language test: A copy of the test score is provided.	
	A	TOEFL	(Minimum 550 on paper-based or 80 on Internet-based test)
	B	Academic IELTS	(Minimum of an overall band score of 6.0 with no individual score below 5.0.)

FINANCIAL SUPPORT INFORMATION
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Indicate all funding sources in U.S. dollars. Documentation must accompany all sources of financial support, except funds provided by GW. Minimum support of \$2,000 USD per month is required for the principal visitor. Additional funding is required for any dependents.

Funding Source	Amount per month (USD)	# of months	Total Amount
George Washington University – SALARY (includes government grants to GW)	\$		\$
George Washington University – OTHER - non-salary. Specify type below (E.g., reimbursement, per diem, etc.):	\$		\$
U.S. Government Agency (includes grants directly to Intern for international exchange)	\$		\$
Visitor's Home Government	\$		\$
International Organization (paid directly only, i.e. NATO, UN, WHO)	\$		\$
Binational Commission (E.g. Fulbright)	\$		\$
Personal Funds (attach copy of bank statement)	\$		\$
Other (specify below, i.e. home institute name):	\$		\$
TOTAL FUNDING SUPPORT FOR VISIT:			\$

SPONSORING DEPARTMENT RESPONSIBILITIES AND CERTIFICATION		
<input type="checkbox"/> Verify that prospective Intern is an undergraduate student currently enrolled at an overseas institution and intends to return. <input type="checkbox"/> Ensure that internship activities are full-time (minimum of 32 hours/wk.), not more than 20% clerical duties. The Intern will not displace full-time or part-time U.S. workers. The internship meets all requirements of the <i>Fair Labor standard Acts</i> . <input type="checkbox"/> Provide prospective Intern with Letter of Invitation for visa interview. <input type="checkbox"/> Facilitate appointment with ISO for <i>Immigration Check-In</i> upon Intern's arrival. <input type="checkbox"/> Notify ISO if the Intern fails to participate in the approved activities or if the Intern's activities, objective, or participation changes in any way (duration, objective, location of activity, etc.). Advance approval is required prior to any changes. <input type="checkbox"/> Submit <b>Internship Evaluation Form</b> at completion of the intern program. If program is longer than 6 months two evaluations are required, one at the half way point and one at conclusion. <input type="checkbox"/> <b>Notice of departure</b> to ISO is required to ensure that the SEVIS record is properly closed out.		
NAME	SIGNATURE	DATE
Department Administrative Contact:		
Faculty Supervisor:		
Department Chair:		
Dean:		

**TRAINING/INTERNSHIP PLACEMENT PLAN****SECTION 1: ADDITIONAL EXCHANGE VISITOR INFORMATION**

Trainee/Intern Name (Surname/Primary, Given Name(s) (must match passport name))		E-mail Address
[Redacted]		[Redacted]
Program Sponsor		Program Category
Occupational Category	Current Field of Study/Profession	Experience in Field (number of years)
Type of Degree or Certificate	Date Awarded (mm-dd-yyyy) or Expected	Training/Internship Dates (mm-dd-yyyy) From To

**SECTION 2: COMPENSATION**

Organization Name		Address		Suite
City	State	ZIP Code	Website URL	
Employer ID Number (EIN)	Exchange Visitor Hours Per Week	Compensation Non-Monetary Compensation Value _____	Stipend <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, how much? _____ per _____	
Workers' Compensation Policy <input type="checkbox"/> Yes <input type="checkbox"/> No If so, Name of Carrier _____			Does your Workers' Compensation policy cover exchange Visitors? <input type="checkbox"/> Yes <input type="checkbox"/> No, exempt <input type="checkbox"/> No, but equivalent coverage	
Number of FT Employees Onsite at Location	Annual Revenue <input type="checkbox"/> \$0 to \$3 Million <input type="checkbox"/> \$3 Million to \$10 Million <input type="checkbox"/> \$10 Million to \$25 Million <input type="checkbox"/> \$25 Million or More			

**SECTION 3: CERTIFICATIONS****Trainee/Intern - I certify that:**

1. I have reviewed, understand, and will follow this Training/Internship Placement Plan (T/IPP);  
I am entering into this Exchange Visitor Program in order to participate as a Trainee or Intern as delineated in this T/IPP and not simply to
2. 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 T/IPP 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 T/IPP.
6. I will respond in a timely way to all inquiries and monitoring activities of my sponsor.
7. I will follow all of my sponsor's guidelines required for my 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 T/IPP; and
9. I declare and affirm under penalty of perjury that the 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 using any false document in the submission of this form.

Printed Name of Trainee/Intern \_\_\_\_\_ Date (mm-dd-yyyy) \_\_\_\_\_

Signature of Trainee/Intern \_\_\_\_\_



**Sponsor-**

1. I have reviewed, understand, and will ensure that the Supervisor (as set forth on page 3, section 4) follows this Training/Internship Placement Plan (T/IPP) regarding the Trainee or Intern listed above;
2. I will notify the designated U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) at the earliest available opportunity regarding any concerns about, changes in, or deviations from this Training/Internship Placement Plan (T/IPP), including, but not limited to, changes of Supervisor or host organization;
3. I will adhere to all applicable regulatory provisions that govern this program (see 22 CFR Part 62), including, but are not limited to, the following:
  - a. I will ensure that the Trainee or Intern named in this T/IPP receives continuous on-site supervision and mentoring by experienced and knowledgeable staff;
  - b. I have confirmed with the Supervisor or host organization representative that sufficient resources, plant, equipment, and trained personnel will be available to provide the specified training or internship program set forth in this T/IPP;
  - c. I will ensure that the Trainee or Intern named in this T/IPP obtains skills, knowledge, and competencies through structured and guided activities such as classroom training, seminars, rotation through several departments, on-the-job training, attendance at conferences, and similar learning activities, as appropriate in specific circumstances;
  - d. I will ensure that the Trainee or Intern named in this T/IPP does not displace full-or part-time temporary or permanent American workers or serve to fill a labor needed and ensure that the position that the Trainee or Intern fills exists primarily to assist the Trainee or Intern in achieving the objectives of his or her participation in this training or internship program;
  - e. I certify that this training or internship meets all of the requirements of the Fair Labor Standards Act, as amended (29 U.S.C. 201 et seq.). I also certify that training or internships in the field of agriculture meet all requirements of the Migrant and Seasonal Worker Protection Act, as amended (29 U.S.C. 1801 et seq.)
  - f. I will notify the Department of State if I receive information regarding a serious problem or controversy involving the Trainee or Intern named in this T/IPP that could be expected to bring the Department of State, the Exchange Visitor Program, or the Sponsor's exchange visitor program into notoriety or disrepute; and
  - g. I declare and affirm under penalty of perjury that the 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 using any false document in the submission of this form.

Signature of Responsible Officer or Alternate Responsible Officer \_\_\_\_\_

Printed Name of Responsible Officer or Alternate Responsible Officer \_\_\_\_\_ Date (mm-dd-yyyy) \_\_\_\_\_

Name of Sponsor Organization \_\_\_\_\_ Program Number \_\_\_\_\_



**SECTION 4: TRAINING/INTERNSHIP PLACEMENT PLAN**

Each Training/Internship Placement Plan should cover a definite period of time and should consist of definite phases of training or tasks performed with a specific objective for each phase. The plan must also contain information on how the trainees/interns will accomplish those objectives (*e.g. classes, individual instruction, shadowing*). Each phase must build upon the previous phase to show a progression in the training/internship. A separate copy of pages 3 and 4 must be completed for each phase if applicable (*e.g.; if the trainee/intern is rotating through different departments*).

Surname/Primary, Given Name(s) (*must match passport name*)

The Exchange Visitor is:

Program Sponsor

Program Number

Main Program Supervisor/POC at Host Organization

Title

Supervisor Contact Information

Phone

Fax

Email

**PHASE INFORMATION**

Phase Site Name

Training/Internship Field

Phase Site Address

Phase Name

Start Date (*mm-dd-yyyy*) of PhaseEnd Date (*mm-dd-yyyy*) of Phase

Phase

\_\_\_\_\_ of \_\_\_\_\_

Primary Phase Supervisor

Supervisor Title

E-mail

Phone Number

Description of Trainee/Intern's role for this program or phase

Specific goals and objectives for this program or phase

Please list the names and titles of those who will provide continuous (*for example, daily*) supervision of the Trainee/Intern, including the primary supervisor. What are these persons' qualifications to teach the planned learning?

What plans are in place for the Trainee/Intern to participate in cultural activities while in the United States?

What specific knowledge, skills, or techniques will be learned?

How specifically will these knowledge, skills, or techniques be taught? Include specific tasks and activities (Interns) and/ or methodology of training and chronology/syllabus (*Trainees*).

How will the Trainee/Intern's acquisition of new skills and competencies be measured?

Additional Phase Remarks (*optional*)

**Phase Supervisor** - I certify that:

1. I have reviewed, understand, and will follow this Training/Internship Placement Plan (*T/IPP*);
2. I will contact the Sponsor at the earliest possible opportunity if I believe that the Trainee or Intern is not receiving the type of training delineated on this T/IPP;
3. I will actively support the Sponsor by adhering to all applicable regulatory provisions that govern this program (*see 22 CFR Part 62*);
4. The Trainee or Intern named in this T/IPP will not displace full-or part-time, seasonal or permanent American workers, or serve to fill a labor need;
5. I will conduct the required periodic evaluations of the Trainee or Intern named in this T/IPP;
6. I will notify the designated Sponsor contact at the earliest available opportunity regarding any concerns about, changes in, or deviations from this T/IPP.
7. I will notify the Sponsor in the event of an emergency involving the Trainee or Intern named in this T/IPP, as well as any information that I receive about the Trainee or Intern that might have an effect on that exchange visitor's health, safety, or welfare;
8. I will notify the Sponsor if I receive information regarding a serious problem or controversy involving the Trainee or Intern named in this T/IPP that could be expected to bring the Department of State, the Exchange Visitor Program, or the Sponsor's exchange visitor program into notoriety or disrepute;
9. I am participating in this Exchange Visitor Program in order to provide the Trainee or Intern named in this T/IPP with training or an internship as delineated in this T/IPP;
10. I certify that this training or internship meets all the requirements of the Fair Labor Standards Act, as amended (*29 U.S.C. 201 et seq.*) I also certify that training or internships in the field of agriculture meet all requirements of the Migrant and Seasonal Worker Protection Act, as amended (*29 U.S.C. 1801 et seq.*).
11. I declare and affirm under penalty of perjury that the 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 using any false document in the submission of this form.

Signature of Supervisor \_\_\_\_\_

Printed Name of Supervisor \_\_\_\_\_

Date (*mm-dd-yyyy*) \_\_\_\_\_

**PRIVACY ACT STATEMENT**

**AUTHORITIES:** The information is sought pursuant to Section 102 of the Mutual Educational and Cultural Exchange Act of 1961, as amended (*the Fulbright-Hays Act*)(*22 U.S.C. 2452*) which provides for the administration of the Exchange Visitor Program (*J visa*).

**PURPOSE:** The information solicited on this form will be used to provide clarity of training and intern programs offered by entities designated by the U.S. Department of State to conduct exchange visitor programs; for general statistical use; and to administer the Trainee and Intern categories of the Exchange Visitor Program.

**ROUTINE USES:** The information on this form may be shared with entities administering the program on behalf of the Department; federal, state, local, or foreign government entities for law enforcement purposes; to members of Congress in response to a request on your behalf . More information on the Routine Uses for the system can be found in the System of Records Notice State-08, Educational and Cultural Exchange Program Records.

**DISCLOSURE:** Participation in this program is voluntary; however, failure to provide the information may delay or prevent participation in the Exchange Visitor Program.

**PAPER WORK REDUCTION ACT**

Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: ECA/EC, SA-5, Fifth Floor, U.S. Department of State, Washington, DC 20522.

## FORM B – PROSPECTIVE J-1 INTERN DATA SHEET

To be completed by the prospective J-1 Intern coming to GW. Please answer all questions as accurately as possible. This information will be submitted to the U.S. Department of Homeland Security to create Form DS-2019, *Certificate of Eligibility for Exchange Visitor (J-1) status*, a government document needed to obtain a J visa. Unclear information or unanswered questions may cause a delay.

### Please attach the following documents to Form B and submit to GW Host Department:

- ☐ **Form DS-7002** - Completed and signed by GW Host Faculty and prospective Intern
- ☐ Signed copy of **HOME INSTITUTION CERTIFICATION** FORM verifying enrollment in degree abroad and good academic standing.
- ☐ Documentation of English Proficiency (TOEFL / IELTS score)
- ☐ Evidence of financial support with English translation, if not fully funded by GWU
- ☐ Copy of Resume or CV
- ☐ Copy of passport biographical page / expiration page and any U.S. visa pages.

Please Note: Please return this form directly to the GWU host department with supporting documents attached. After receiving a completed application package from the GWU department, the International Services Office will process and prepare a DS-2019 form and packet. The GWU host department will be contacted to pick up the original DS-2019 and DS-7002 with original signatures to mail to the Intern. The Intern must then take the DS-2019, DS-7002 and supplemental documents to a U.S. Embassy or Consulate to obtain a J-1 visa for entry to the U.S.

PROSPECTIVE J-1 INTERN INFORMATION			
Passport Family / Last Name:		Passport Given / First Name(s):	
		Middle Name:	
Intern Email:		Intern Phone:	
<input type="checkbox"/> Male <input type="checkbox"/> Female		Date of Birth: ____ / ____ / ____ (Month / Day / Year)	
City of birth:		Country of birth:	
Country of Citizenship:		Country of legal permanent residence:	
Marital Status: Married? <input type="checkbox"/> Yes <input type="checkbox"/> No		Children: <input type="checkbox"/> No <input type="checkbox"/> Yes. Please complete Dependent Data section.	
Last position in home country: <input type="checkbox"/> Student <input type="checkbox"/> Employee		If student, specify degree level: <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate	
Home Institution Name:		Degree Field of Study:	
HOME ADDRESS ABROAD. Street Address:			
City:	State or Province:	Country:	Zip:
Have you been in the U.S. in J-1 or J-2 status within the past 24 months? <input type="checkbox"/> No <input type="checkbox"/> Yes, Please attach copies of previous DS-2019			
Institution issued your DS-2019	J-1 Category (Section 4 of DS-2019)	DS-2019 Start Date (Month / Day / Year)	DS-2019 End Date (Month / Day / Year)
PROPOSED INTERNSHIP DATES AT GWU: (Must match dates on Invitation Letter and DS-7002)		From: ____ / ____ / ____ (Month / Day / Year)	To: ____ / ____ / ____ (Month / Day / Year)

### FINANCIAL SUPPORT INFORMATION

Indicate all funding sources in U.S. dollars. Documentation must accompany all sources of financial support, except funds provided by GW. Minimum support of \$2,000 USD per month is required for the principal visitor. Additional funding is required for any dependents.

Funding Source	Amount per month (USD)	# of months	Total Amount
<b>George Washington University – SALARY</b> (includes government grants to GW)	\$		\$
<b>George Washington University – OTHER</b> - non-salary. Specify type below (E.g., reimbursement, per diem, etc.):	\$		\$
<b>U.S. Government Agency</b> (includes grants directly to Intern for international exchange)	\$		\$
<b>Visitor's Home Government</b>	\$		\$
<b>International Organization</b> (paid directly only, i.e. NATO, UN, WHO)	\$		\$
<b>Binational Commission</b> (E.e. Fulbright)	\$		\$
<b>Personal Funds</b> (attach copy of bank statement)	\$		\$
<b>Other</b> (specify below, i.e. home institute name):	\$		\$
<b>TOTAL FUNDING SUPPORT FOR VISIT:</b>			\$

*I certify that the information provided is true and correct.*

**SIGNATURE OF J INTERN APPLICANT:**

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Month / Day / Year)

### ACKNOWLEDGEMENT OF HEALTH INSURANCE REQUIREMENT & INTENT TO COMPLY

The US government requires all J-1 Exchange Visitors and J-2 dependents to be covered by medical insurance meeting specific minimum criteria during their entire stay in the U.S. It is the responsibility of each exchange visitor to obtain and maintain such insurance. Failure to obtain or maintain adequate insurance for yourself or any J-2 dependents is considered a violation of J-1 regulations, which will result in termination of your J-1 Exchange Visitor Program.

- ☐ I understand that the Department of State requires me and all of my J-2 dependent family members to have the following minimum health insurance coverage throughout my stay in the U.S.:
- Medical benefits of at least \$ 100,000 per accident or illness;
  - Repatriation of remains in the amount of \$ 25,000;
  - Medical evacuation to your home country in the amount of \$50,000;
  - A deductible not to exceed \$ 500 per accident or illness.
  - The insurance policy must be underwritten by an insurance corporation having an A.M. Best rating of "A-" or above, an Insurance Solvency International, Ltd. (ISI) rating of "A-1" or above, a Standard & Poor's Clams-paying Ability of "A-" or above, a Weiss Research, Inc. rating of B+ or above, or insurance backed by the full faith and credit of the government of the exchange visitor's home country.
- ☐ I understand that government regulations require the university to notify the Department of State and terminate my J-1 status if they determine that I or my family members fail to comply with the health insurance requirements

**I have been informed about the health insurance requirements, and the need to maintain the insurance for myself and all family members throughout my stay at GWU.**

**SIGNATURE OF J INTERN APPLICANT:**

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Month / Day / Year)

## DEPENDENT DATA

(Spouse or children under 21 only)  
[To be completed by prospective Intern]

### DEPENDENT DATA.

Please complete this section for any family members who will travel with you to the U.S. or who will arrive later to join you. Each dependent in J-2 status will need a separate DS-2019 prepared for them. Only your spouse or children under 21 are eligible for J-2 dependent status. Please Note: Financial support must also be shown for family members; at least **\$1,000/per month** for spouse; **\$500/per month** for each child plus the cost of insurance.

<b>PASSPORT FAMILY / LAST NAME</b>	<b>PASSPORT GIVEN / FIRST NAME(S):</b>
Middle Name:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Relationship to J-1:	Date of Birth: (Month/Day/Year)
City of Birth:	Country of Birth:
Country of Citizenship:	Country of Legal Permanent Residence:
<b>PASSPORT FAMILY / LAST NAME</b>	<b>PASSPORT GIVEN / FIRST NAME(S):</b>
Middle Name:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Relationship to J-1	Date of Birth: (Month/Day/Year)
City of Birth:	Country of Birth:
Country of Citizenship:	Country of Legal Permanent Residence:
<b>PASSPORT FAMILY / LAST NAME</b>	<b>PASSPORT GIVEN / FIRST NAME(S):</b>
Middle Name:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Relationship to J-1	Date of Birth: (Month/Day/Year)
City of Birth:	Country of Birth:
Country of Citizenship:	Country of Legal Permanent Residence:
<b>PASSPORT FAMILY / LAST NAME</b>	<b>PASSPORT GIVEN / FIRST NAME(S):</b>
Middle Name:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Relationship to J-1	Date of Birth: (Month/Day/Year)
City of Birth:	Country of Birth:
Country of Citizenship:	Country of Legal Permanent Residence:

## J-1 STUDENT INTERN HOME INSTITUTION CERTIFICATION

**DIRECTIONS:** This form should be completed by the Intern's Dean or Academic Advisor in the home country institution (not in the U.S.). This information is to certify that the Intern is a currently enrolled, degree-seeking undergraduate student outside of the U.S. and that the proposed internship at the George Washington University (GWU) is essential to Intern's academic pursuits. The Intern should show a copy of the Form DS-7002: *Training / Internship Placement Plan* completed by the Intern's prospective GWU Faculty Supervisor.

STUDENT INTERN INFORMATION		
Passport Family / Last Name:	Passport Given / First Name:	Middle Name:
Date of birth (mm/dd/yyyy):	<input type="checkbox"/> Male <input type="checkbox"/> Female	
GWU Academic Department Hosting the Intern:		
Name of Home Institution:		
Mailing Address of Home Institution:		
Major Field of Study:	Degree Sought (ex. Bachelor, Masters):	
Anticipated Date of Graduation: (mm/dd/yyyy)	Dates of Internship:	
	From: ____/____/____ (Month / Day / Year)	To: ____/____/____ (Month / Day / Year)
How will this GWU internship program fulfill the educational objectives of the student's current degree program?		

### DEAN / ACADEMIC ADVISOR CERTIFICATION

***I hereby certify the following information for the above listed student:***

- ☐ The student is currently enrolled pursuing a post-secondary undergraduate degree at this institution and is in good academic standing;
- ☐ I have reviewed a copy of *Form DS-7002: Training / Internship Placement Plan* completed by the Intern's prospective GWU Faculty Supervisor;
- ☐ The student has the appropriate educational background to participate in the internship in research program;
- ☐ The internship program at GWU will fulfill educational objectives of the student's current degree program at our institution;
- ☐ The internship will expose the student to American techniques, methodologies, and technology that will expand upon his or her current knowledge or skills;
- ☐ The student will be returning to this institution to complete his/her studies upon completion of the internship program.

Name of Dean or Academic Advisor (please print):	Signature:
Title:	Date:
Email address:	Telephone Number: