

J-1 Student Intern Packet

J-1 Student Intern Program: Description and Administration

This category allows international students currently enrolled and pursuing a degree at a postsecondary academic institution outside the United States to participate in student internship programs for up to 12 months (limited to just 12 months of internship per degree level). Departments planning to host J-1 Student Interns are responsible for developing an internship plan, evaluating intern participation, and supporting the intern through faculty mentorship and other assistance, such as locating suitable accommodations. The Office of Immigration, designated by the University and the U.S. Department of State as administrators of the University's J-1 program, will assist departments and interns in producing the immigration paperwork (form DS-2019) required for the intern's visa, admittance to the U.S., and maintenance of valid immigration status.

J-1 Student Intern Program Requirements and Prohibitions

The Department of State has established the following requirements for participation in the J-1 Student Intern program:

- The internship must consist of a minimum of 32 hours per week of internship activity, no more than 20 percent of which consists of clerical work.
- The internship must fulfill the educational objectives for the intern's current degree program at his/her home institution. It must expose the participant to U.S. techniques, methodologies, and technology; and it must expand upon the intern's existing knowledge and skills and not duplicate the student intern's prior experience.
- A student intern may be paid or unpaid. To be employed, however, the student intern must receive approval from his/her home institution's dean or academic advisor.
- The internship must not place the intern in any position that involves any of the following: unskilled or casual labor; child care or elder care; aviation; clinical positions or any other kind of work involving patient care or contact, including therapy, medication, or other clinical or medical care (e.g., sports or physical therapy, psychological counseling, nursing, dentistry, veterinary medicine, social work, speech therapy, or early childhood education); or any "position, occupation, or business that could bring the Exchange Visitor Program or the Department [of State] into notoriety or disrepute." [22 CFR § 62.23(i)(7)(iii)]
- The internship cannot serve to fill a labor need. It must exist solely to assist the student intern in achieving the objectives of his or her participation in a student internship program. The internship must consist of work-based learning, rather than ordinary employment or unskilled labor.
- The internship cannot displace American workers, whether full- or part-time, temporary or permanent.
- If in the field of agriculture, the internship must meet all requirements of the Fair Labor Standards Act and the Migrant and Seasonal Agricultural Worker Protection Act.

Financial Support Required

Host departments must verify that the student intern and any accompanying dependents will have sufficient funding for the entire length of stay. The minimum amount of financial support for an intern is \$1900 per month, plus \$500 per month for each accompanying J-2 dependent spouse or child. The internship may be paid or unpaid. If the department will pay the intern a salary or stipend, then the amount of financial support should be noted in the letter of invitation. If the internship will be unpaid, then the intern must submit evidence of financial support in the form of a bank statement or a sponsor letter.

Estimated Costs of Living Expenses (based on one person)		
Expense	MONTHLY	ANNUAL TOTAL
Housing (1 or 2 bedroom apartment)	\$800	\$9600
Utilities (Electricity, Water, Sewer, Garbage)	\$250	\$3000
Phone/Cell Phone	\$75	\$900
Groceries	\$350	\$4200
Health Insurance	\$275	\$3300
Personal Expenses (Bus, Clothing, Entertainment, etc.)	\$150	\$1800
TOTAL	\$1,900	\$22,800

SEVIS Fee and Visa Fees

Prospective J-1 interns are required to pay certain fees, described below, in order to obtain their J-1 visas* and enter the United States.

SEVIS I-901 Fee: The U.S. Department of Homeland Security charges all new J-1 interns a \$220 fee to cover the costs of the Student and Exchange Visitor Information System (SEVIS), a central database that manages information related to visitors' immigration status while in the United States. The Office of Immigration, when sending the DS-2019 form, will provide prospective J-1 visitors with instructions on how to pay the SEVIS fee.

Visa Fees: In addition to the SEVIS fee, the prospective intern must pay certain visa fees. Please see the Department of State web site for more information on fee amounts: <https://travel.state.gov/content/visas/en.html>. Interns should consult the website of the particular embassy or consulate where they plan to apply for their J-1 visa for information on how to pay their visa fees: <http://www.usembassy.gov/>.

Health/Medical Insurance Requirement

Based on federal regulations, J-1 visa holders must maintain the following minimum level of health insurance for themselves and any J-2 dependents for the duration of their stay in the United States:

1. Medical benefits of at least \$100,000 per accident or illness;
2. Repatriation of remains in the amount of \$25,000;
3. Coverage for medical evacuation of the exchange visitor to his/her home country in the amount of \$50,000;
4. A deductible which does not exceed \$500 per accident or illness; and
5. Exchange visitors may also be subject to the requirements of the Affordable Care Act.

Interns must provide proof of health insurance for themselves and any family members when they first arrive to the U.S., not the university, and report to the Office of Immigration, and again if they later apply for an extension of their J-1 status. The interns may purchase any plan that provides the minimum level of coverage listed above.

Mandatory Evaluation of J-1 Interns

The Department of State regulations require that an evaluation be completed for each J-1 Student Intern at the end of his/her internship. Those internships which last longer than 6 months also require at least one additional mid-program evaluation, to be undertaken at the mid-point of the program.

Incident Reporting

The Department of State has issued an incident reporting rubric (see page 12) as a general guideline for report incidents involving J-1 exchange visitors. In cases when an exchange visitor loses or has their passport stolen, the exchange visitor must inform local police so that the passport is properly documented as lost or stolen for fraud and identity protection. A video to help you be aware of the sort of incidents that require reporting to the Office of Immigration can be found on YouTube: <https://youtu.be/ILGgzx-Pd6I>. We ask department sponsors and exchange visitors to please watch this video. Any incidents mentioned on the incident reporting rubric and/or video involving a USA or USA Health J-1 Exchange Visitor must be reported to the Office of Immigration as soon as possible, but no later than the same day the incident occurs.

Export Control Clearance

The USA or USA Health host department must complete the Export Control Clearance form found in Section 5 on page 7 of the J-1 Scholar/Exchange Student Application packet. The Office of Immigration will send the completed form to the Research Compliance Office for further review.

* Please note: Canadian citizens must pay the SEVIS fee, but are not required to obtain a J-1 entry visa.

APPLICATION STEPS

Step 1: Instructions for the Student Intern Applicant

The J-1 Student Intern Applicant should complete Sections 1, 2, and 3 of the Application for J-1 Student Intern and sign the statement at the end of Section 3. Once the J-1 Student Intern Applicant has completed Sections 1, 2 and 3, he/she should submit the form and supporting documents directly to the University of South Alabama department which will host him/her.

In addition to Sections 1, 2, and 3 of this form, the J-1 Student Intern Applicant should submit the following materials to his/her host department:

- A copy/scan of the J-1 Student Intern Applicant's main passport information page.
- A CV/resume copy.
- A letter from an English language instructor at the intern's institution or an English language school verifying that the intern has sufficient language skills to "function on a day-to-day basis in the internship environment." Alternatively, the intern can provide evidence of passing a recognized language test, such as The TOEFL or IELTS. The minimum TOEFL score required on the written test is 173 and on the internet-based test (iBT) is 61. The minimum IELTS score is 5.5.
- Proof of Enrollment at the student's home institution for the time period the student will be in J-1 Student Intern status.
- If the intern will be paid by the University of South Alabama, then the intern must submit a letter from the dean or academic advisor from his/her home institution which authorizes the employment.
- If the intern will not be paid by the University of South Alabama, the J-1 Student Intern Applicant must submit proof of adequate financial support and provide copies to the Office of Immigration. The amount should be at least \$1700/month for the J-1 Student Intern Applicant and \$500/month for each for a dependent J-2 spouse or child(ren).

Step 2: Instructions for the Department

After receiving all documents from the J-1 Applicant, the department should complete Section 4 and submit the entire Application for J-1 Student Intern (Sections 1, 2, 3, and 4) along with any accompanying financial documentation and passport copies to the Office of Immigration.

In addition to this form, departments are required to provide the following materials:

- An invitation letter on department letterhead, inviting the J-1 Student Intern to come to USA as visiting student intern.
- A Training/Internship Placement Plan (DS-7002) for each intern. A fillable version of this form is available at <https://eforms.state.gov/Forms/ds7002.pdf>. Department should complete the DS-7002 form and sign under "Supervisor's Signature", but leave "Sponsor's Signature" and "Program Number" blank. The Office of Immigration will complete that portion of the DS-7002. The Office of Immigration will send the form to the J-1 Student Intern with the other visa support documents. The J-1 Student Intern will need this form when he/she applies for his/her visa.

In addition, the student intern applicant and hosting department will be required to submit the Application for Visiting Foreign Scholars and Visiting Foreign Students to the Office of Immigration. Once it is approved by the Office of Immigration, Human Resources will input data into Banner to generate a Jag ID # for the Visitor. Please submit all of the requested information. The Office of Immigration must have these materials in order to process your request for your prospective intern's immigration documents.

Step 3: The Office of Immigration

After receiving all documents from the J-1 Applicant and Department as well as the supporting documents, the Office of Immigration will process the DS-2019 Forms for the J-1 Student Intern and for all J-2 Dependents in the SEVIS (Student and Exchange Visitor Information System) database.

Along with the DS-2019(s), the Office of Immigration will prepare an arrival packet for the J-1 Student Intern Applicant which will include an invitation letter and information about the J-1 Exchange Visitor Program, paying the SEVIS fee, obtaining the J-1 Visa, travel to the United States, and general information about the University of South Alabama and Mobile, Alabama.

Processing Time - Plan 3-4 Months in Advance

After submission of the complete J-1 Student Intern Application, please allow at least 1 week for the Office of Immigration to process and prepare all supporting J-1 Visa documents.

Overall processing time for the student intern to obtain a J-1 visa and arrive in the US is a minimum of at least 8 weeks (more if there are delays due to Technology Alert List or background checks).

J-1 Student Intern Application Packet

SECTIONS 1, 2, & 3 TO BE COMPLETED BY J-1 STUDENT INTERN APPLICANT AND SUBMITTED TO HOST DEPARTMENT WITH REQUIRED DOCUMENTATION. BE SURE TO TYPE OR PRINT CLEARLY.

SECTION 1: J-1 STUDENT INTERN DEMOGRAPHIC INFORMATION

NAME AND RESIDENCE INFORMATION:

Full Name (as in passport): _____
 Family/ Last Name (Surname) Given Name (First) Middle Name (if any)
 Date of Birth (month/ day/ year): _____ Gender : Male Female Other
 City of Birth: _____ Country of Birth: _____
 Country of Citizenship: _____ Country of Legal Permanent Residence: _____

EDUCATION INFORMATION

Are you currently enrolled as a student at a university or college outside of The United States?: Yes or No
 Which degree are you currently pursuing?: Bachelor’s Degree Master’s Degree Doctoral Degree Other: _____
 What is your academic field of study? _____
 What is The name and location of your institution? _____

CONTACT INFORMATION:

Address in Home Country: _____

 Phone Number: _____ E-Mail Address: _____

IF CURRENTLY IN THE UNITED STATES ONLY:

Current Immigration Status: _____ Expiration Date of Current Status (Month/ Day/ Year): _____
 Document which validates your visa status (Please Include Copy of Document): I-797 Approval Notice DS-2019 I-20 I-94
 If currently in J-1 Status, in which category are you? (Please Include Copy of Current DS-2019):
 Professor Research Scholar Short-term Scholar Student/Intern Specialist Other
 Start date of current J-1 Status (Month/ Day/ Year): _____ through (Month/ Day/ Year): _____
 Program Sponsor (name/program number found on line 2 of DS-2019): _____

TRAVEL PLANS PRIOR TO START OF J-1 WITH USA:

Do you plan to travel in the US before or after your USA program, or will you be coming to the US for an additional purpose or program? If so, please briefly describe your plans in the space to the right. Depending on your plans, you may require additional immigration documentation or advice.

SECTION 2: DEPENDENT FAMILY INFORMATION

IF YOU REQUIRE DOCUMENTS FOR YOUR SPOUSE OR DEPENDENT CHILDREN, PLEASE COMPLETE THIS SECTION.

FAMILY FINANCIAL SUPPORT: To bring a spouse or any children, a J-1 Student Intern must show financial support above the minimum of \$20,400 per year (\$1700/ month). Financial Support of \$6000 per year (\$500/ month) must be shown for each J-2 dependent - spouse and child(ren).

Spouse's Information	Full Name of Spouse: _____ <div style="display: flex; justify-content: space-between; font-size: small;"> Family/Last Name (Surname) Given Name (First) Middle Name (if any) </div> City of Birth: _____ Country of Birth: _____ Country of Citizenship: _____ Country of Permanent Residence _____ Date of Birth: (month/ day/ year): _____ Spouse's Gender : <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Child's Information	Full Name of Child (required): _____ <div style="display: flex; justify-content: space-between; font-size: small;"> Family/Last Name (Surname) Given Name (First) Middle Name (if any) </div> City of Birth: _____ Country of Birth: _____ Country of Citizenship: _____ Country of Permanent Residence _____ Date of Birth: (month/ day/ year): _____ Child's Gender : <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other

For additional children, please copy this section and submit as a separate page with the above requested information.

SECTION 3: FINANCIAL INFORMATION

If self-funded or externally funded, the minimum funding requirement for a student intern is \$1900 per month (\$22,800 per year) and \$500 per month (\$6000 per year) for **each** accompanying dependent. Funding must be arranged prior to issuance of a DS-2019 form. No additional funding from the University of South Alabama should be expected after arrival. If funds are from an organization, grant, or government support, please attach a signed copy of any letters of award or sponsorship. If on personal funds, please attach a bank statement not more than 6 months old. **Proof of funding must accompany this form.**

SOURCES OF FUNDS	NAME OF SOURCE OF FUNDING	ASSURED SUPPORT (IN US DOLLARS)
1. University of South Alabama		\$
2. International Organization		\$
3. Scholar's Government		\$
4. Personal/Family Funds		\$
5. Other Source		\$

REQUIRED DOCUMENTATION TO BE SUBMITTED WITH THIS FORM

- Copy/Scan of Passport Identification Pages (for yourself and any accompanying dependents)
- CV/resume
- Copy/Scan of Proof of Financial Support or Bank Statement (if **not** being funded by the University of South Alabama) or letter from dean or academic advisor at home institution authorizing employment at the University of South Alabama (if paid by USA)
- Copy/Scan of Proof of English Language Proficiency (either letter from English language instructor, TOEFL Score, or IELTS Score)
- Copy/Scan of Proof of Enrollment for the time period requesting J-1 Student Intern Status

NOTE: If currently inside the United States, please include copy/scan of current/ most recent visa Stamp, I-94, and current/previous DS-2019s, I-20s, I-797 Approval Notices (for yourself and any accompanying dependents).

I certify that the above information is correct and complete, and that I shall notify the University of any changes in my personal information or internship plans.

Intern Signature _____ Date _____

**SECTION 4: DEPARTMENTAL APPROVAL FOR J-1 STUDENT INTERN SPONSORSHIP
TO BE COMPLETED BY THE UNIVERSITY OF SOUTH ALABAMA HOST DEPARTMENT**

Name of J-1 Student Intern: _____

Dates of Intended J-1 Sponsorship: _____ through _____
month day year month day year

Title of Intern's Position at USA: _____

Description of Duties: _____

USA Host Academic Department: _____

Faculty Sponsor's Name: _____ Email: _____

Administrative Contact/ Office Manager: _____

Administrative Contact Phone Number: _____ Email: _____

By signing below, we attest that we will comply with the following departmental/college responsibilities in hosting a J-1 Intern:

1. The department acknowledges and agrees to conform to the J-1 program requirements and prohibitions established by federal law 22 CFR § 62.23 (please see page 1 of this packet).
2. **The department will have the intern make an appointment to check in with the Office of Immigration on the start date of their program** so that the Office of Immigration can fulfill the government's reporting requirements.
3. If an extension of program is necessary, the department will provide an updated appointment letter, proof of any additional funding, and a completed J-1 Student Intern Evaluation Form **at least two weeks prior to the current program end date.**
4. If the intern does not come to the University of South Alabama as expected or will be delayed in arriving, the department will inform the Office of Immigration as soon as possible so that his or her documents can be updated.
5. If the intern ends his or her participation in the program earlier than the expected appointment date, the department will inform the Office of Immigration so that his or her immigration record can be updated as required by law.
6. Upon completion or termination of appointment, the department will inform the Office of Immigration of the intern's departure date by either email or formal letter.
7. After the completion of the internship program, the department **will provide the Office of Immigration with an evaluation of the intern's participation.** Programs lasting more than six months must include a mid-term and final evaluation.
8. The department understands that the Office of Immigration does not provide assistance in making housing arrangements.
9. The department understands that the sponsoring department assumes all shipping costs.

Required Signatures:

Faculty Sponsor: _____ Date: _____

Dept. Chair/ Dean: _____ Date: _____

Besides this request to host a student intern, departments must complete the Application for Visiting Scholar and Visiting Student Form and submit it to the Office of Immigration. Once approved, Human Resources will issue a Jag ID #.

SECTION 5: J-1 EXPORT CONTROL FORM

OVERVIEW OF EXPORT CONTROL REQUIREMENT FOR J-1

In support of your request for J-1 sponsorship, the Office of Immigration is required to certify whether or not a license for export controlled technology or technical data is necessary for the exchange visitor being sponsored. To facilitate this requirement, we ask your assistance in completing the questionnaire below. In addition, the Office of Research Compliance and Assurance will review the form and if necessary will confer with the sponsored-individual and appropriate supervisor or administrator to determine whether a license under EAR or ITAR would be required. The license acquisition process would be initiated in parallel to J-1 sponsorship. Any future changes or extensions of the sponsored exchange visitor must also be reviewed for compliance. For more information about Export Control, visit <https://www.southalabama.edu/departments/research/compliance/>.

PART 1: J-1 EXCHANGE VISITOR INFORMATION AND DEPARTMENT DETAILS

Exchange Visitor's Name: _____

Country of Citizenship: _____ Employee's Country of Birth: _____

PI/Supervisor's Name: _____

School/Division: _____ Department: _____

PART 2: EXPORT CONTROL QUESTIONS

<p>1. Is the nature of the work confidential/proprietary (i.e. the results of the work/research projects <i>are not</i> intended for teaching, publication, or to be otherwise shared broadly with the interested public and within the scientific community)?</p>	YES	NO
<p>2. In the course of his/her employment, do you anticipate that the Exchange Visitor will be provided access to:</p>		
<p style="padding-left: 20px;">a. Any USA-owned technical data or technology that is considered proprietary or confidential to University of South Alabama?</p>	YES	NO
<p style="padding-left: 20px;">b. Any third party-owned technical data or technology that is considered proprietary or confidential to the third party owner? This includes U.S. government furnished technical data with dissemination controls or other restrictive markings, as well as ITAR-controlled software, and information restricted under an NDA.</p>	YES	NO
<p style="padding-left: 20px;">c. Equipment specifically designed or developed for military or space applications? (See U.S. Munitions List under 22 CFR § 121).</p>	YES	NO

Please sign and submit to the Office of Immigration with the J-1 application packet. While we can begin processing J-1 sponsorship with this form, please be aware that the Office of Immigration will send this form for a secondary review to the Office of Research Compliance and Assurance, CSAB 120 251-460-6625.

REQUIRED SIGNATURES

We attest that the information being provided at this time is true. If at this time no export license is required and, during the course of his/her employment at USA, there are any changes to the J-1 Scholar's work that would require a license, we will contact the Office of Research Compliance and Assurance and the Office of Immigration.

PI/Supervisor: _____ Date: _____

Chair/Director or Dean: _____ Date: _____

A license for Export Control is not required for this scholar.

A license for Export Control is required for this scholar, and that process has been initiated.

Research Compliance Office: _____ Date: _____

TEMPLATE FOR INVITATION/APPOINTMENT LETTER FOR SELF-FUNDED INTERNS

[PLEASE PRINT ON DEPARTMENTAL LETTERHEAD]

J-1 INTERN'S NAME

J-1 INTERN'S ADDRESS

DATE

Dear J-1 INTERN'S NAME:

I am pleased to invite you to participate in an internship with the DEPARTMENT NAME in the SCHOOL/COLLEGE NAME at the University of South Alabama.

Under the terms of our agreement to host you during your internship, you will be sponsored to conduct research as a J-1 Student Intern for the duration of LENGTH OF SERVICE, from SEPTEMBER 1, 2016 until AUGUST 31, 2017.

During your period of research, your faculty sponsor and contact at the University of South Alabama will be SUPERVISOR'S NAME AND TITLE.

As part of our commitment to host you, the DEPARTMENT NAME will give you an office space and a computer to carry out your research, a university computer account, access to the university library and its research databases, and access to all standard administrative services. You will be responsible for all of your personal expenses during your stay at the University of South Alabama, including for transportation, housing, meals, and medical insurance.

We look forward to your arrival. Please keep us informed as you make your plans to arrive at the University of South Alabama, and feel free to contact me if you have any further questions.

Sincerely,

DEPARTMENT CHAIR

Technology Alert List & Visa Delays

TECHNOLOGY ALERT LISTS & VISA DELAYS

Student Interns who will conduct research or teach in fields (primarily sciences, engineering, and technology) that are related to the fields on the Technology Alert List (TAL) can expect lengthy delays for their visa issuance. While the current version of the Technology Alert List is not available to the public, an older version of the Technology Alert List gives a list of 15 categories that are subject to clearance, which provides helpful guidance in preparation.

It is important to note that a scholar does not have to be conducting research in a field that is on this list to be subject to TAL clearance. If the Consular Officer feels that the field of research or teaching is possibly related to one of the 15 fields below, the scholar will have to provide additional information to obtain TAL clearance prior to issuance of a visa. It is important that departments in the science, engineering, and technology fields help their student interns by providing an additional support letter to clarify what the intern's research area is and whether or not it relates to any of the fields on The TAL list below. A sample TAL support letter is provided on the following page.

TECHNOLOGY ALERT LIST FIELDS (FROM DOS cable 2002 State 147566 - October 18, 2002)

- A. Conventional Munitions** – including weaponry, countermeasures systems, and detection
- B. Nuclear Technology** – including peaceful and military applications and theoretical usage
- C. Rocket Systems** – including ballistic missile systems, space launch vehicles, and sounding rockets
- D. Rocket System and Unmanned Air Vehicle (USAV) Subsystems** – propulsion technologies, aerospace thermal and high-performance structures, super alloys
- E. Navigation, Avionics and Flight Control Useable In Rocket Systems and Unmanned Air Vehicles (USAV)** – internal navigation systems, tracking and homing devices, accelerometers, gyroscopes, flight control systems, GPS
- F. Chemical, Biotechnology and Biomedical Engineering** – including many dual-use technology in areas such as: aerobiology, biochemistry, pharmacology, immunology, virology, bacteriology, mycology, microbiology, pathology, toxicology, genetic engineering, pathogenecity research, organo-phosphate chemistry, neurochemistry, chemical engineering, neurology, immunology, etc.
- G. Remote Sensing, Imaging and Reconnaissance** – including work with satellite and aircraft remote sensing equipment that can be used for civilian imagery projects or for military/intelligence reconnaissance activities
- H. Advanced Computer/Microelectronic Technology** – including supercomputing, data fusion, acoustic wave devices, hybrid computing, superconductivity, etc.
- I. Materials Technology** – work with metallic, ceramic, composite, and synthetic materials
- J. Information Security** – technology related to cryptography and cryptographic systems
- K. Laser and Directed Energy Systems Technology** – lasers, optical tracking, directed and kinetic energy technology
- L. Sensors and Sensor Technology** – marine acoustics, optical sensors, magnetometers, image intensification devices
- M. Marine Technology** – tech associated with submarines, propulsion systems, navigation, and quieting systems
- N. Robotics** – tech associated with AI, automation, computer-controlled machine tools, pattern recognition tech
- O. Urban Planning** – architecture, civil engineering, community development, environmental planning, geography, housing, landscape architecture, land use and comprehensive planning, urban design

TECHNOLOGY ALERT LIST LETTER

FOR STUDENTS IN SCIENCE, ENGINEERING OR TECH FIELDS

[PLEASE PRINT ON DEPARTMENTAL LETTERHEAD]

Dear Consular Officer:

I write on behalf of the University of South Alabama regarding STUDENT INTERN'S NAME, who has been invited by the DEPARTMENT'S NAME to participate in a supervised internship. I am a professor and the Department Chair of the DEPARTMENT NAME, having been employed at the University of South Alabama for ___ years.

STUDENT INTERN'S NAME is scheduled to begin an internship in our department on DATE. HIS/HER duties will include LIST SPECIFIC INTERNSHIP FOCUS.

STUDENT INTERN'S NAME's area of focus at HIS/HER home institution is in FIELD OF EXPERTISE, and HE/SHE will conduct research related to that field.

Neither STUDENT INTERN'S NAME's research nor HIS/HER field of study is found on the Critical Fields List of the Technology Alert List, and HIS/HER work will not involve matters of national security. As the State Department has recognized, information in the public domain (*e.g.*, widely available to the public), and information presented in an academic course or intended for publication generally is not controlled for U.S. technology transfer control purposes.

We respectfully request that STUDENT INTERN'S NAME's visa application be reviewed as expeditiously as possible and that a J-1 visa be granted.

Please contact me at EMAIL ADDRESS AND/OR PHONE NUMBER should you have any questions or require additional information.

Sincerely,

DEPARTMENT CHAIR

J-1 Student Intern and Scholar Department Checklist	
Exchange Visitor	
	Complete J-1 Student Intern Application and submit with supporting documents to sponsoring department:
	Supporting Documents: <ol style="list-style-type: none"> a. Biographical Page of Passport b. Proof of Enrollment at the students home institution c. Proof of English Proficiency d. Proof of Financial Support (bank statement; scholarship; grant...) e. Invitation Letter from Department f. Technology Alert List Letter from Department (if applicable)
	If bringing dependents, include their passport, proof of sufficient funding, and proof of insurance
	Proof of insurance that meets Department of State minimum requirements for duration of J-1 Student Intern Program length
Sponsoring Department	
	Complete appropriate sections of J-1 Student Intern Application
	a Training/Internship Plan (DS-7002)
	Complete the Application of Visiting Foreign Scholars and Visiting Foreign Students
	Complete Invitation Letter from department chair
	Complete Technology Alert Letter from department chair
	Notify Payroll of start date (if applicable)
	Arrange for housing and airport pick up for student intern
	Complete the Designated Guest form to Request Jag number and ID with Human Resources
	Request Email Address from Academic Computing

J-VISA EXCHANGE VISITOR PROGRAM: INCIDENT REPORTING RUBRIC for ACADEMIC/GOVERNMENT CATEGORIES

This reporting rubric should be used by U.S. Department of State (DOS)–designated Exchange Visitor Program sponsors as a general guideline for reporting incidents involving J-1 exchange visitors to the DOS pursuant to 22 CFR 62.13(d) in the following categories: College and University Student, Government Visitor, Professor, Research Scholar, Short-term Scholar, and Specialist. The examples provided below are not meant to be exhaustive (i.e., there may be other serious situations, not listed below, that have or could endanger the health, safety, or welfare of an exchange visitor or otherwise could be expected to bring the Department of State, the Exchange Visitor Program, or the sponsor's exchange visitor program into notoriety or disrepute). Sponsors can locate the incident report form at <https://j1visa.state.gov/academic-program-sponsors>. Please email the form to the Office of Private Sector Exchange Program Administration's Academic and Government (OPA-AG) team at AGAlert@state.gov. While an incident report form is preferred in all situations, an email regarding an evolving situation, to be followed later by an incident report, is acceptable.

Nature of Incident or Allegation

- **Exchange Visitor Death**
- **Exchange Visitor Missing, Absconder, or Overstay** (i.e., whereabouts unknown or intentionally left the program without notifying sponsor)
- **Serious Behavioral Problems** (e.g., substance abuse, bullying, or harassment)
- **Serious Medical Issues** (e.g., cancer diagnosis, surgery, or any condition requiring hospitalization of 48 hours or more)
- **Serious Mental Health Concerns** (e.g., suicidal ideation or attempt, eating disorder, self-harm, psychiatric hold and/or hospitalization, or early program end due to mental health)
- **Sexually-Related Incident or Abuse** (e.g., incident or allegation involving sexual exploitation, harassment, assault, or misconduct)
- **Incident Involving the Criminal Justice System** (e.g., arrest, charges, incarceration, detention, or other law enforcement involvement)
- **Incidents Involving Child Protective Services**
- **Fraud** (e.g., visa, immigration, or financial fraud or scam)
- **Theft of Intellectual Property or Violations of Import/Export Controls**
- **Lost or Stolen Immigration Documents** (e.g., lost or stolen passport/visa or stolen Form DS-2019)
- **Unsuitable Host/Work Conditions** (e.g., incident or allegation involving workplace bullying, harassment, discrimination, hostile work environment, or work hours and/or wage-related issues)
- **Actual or Potential Negative Press** (i.e., incident expected to bring DOS, the sponsor, or the Exchange Visitor Program into notoriety or disrepute)
- **Foreign Government Involvement** (including Foreign Embassy or Consulate Involvement)
- **Litigation (Lawsuits) or Other Legal Actions** (related to the Exchange Visitor Program, in which a sponsor, site of activity, or an exchange visitor may be a named party)
- **Public Security Incident or Natural Disasters Directly Involving Exchange Visitor Safety** (e.g., bombing, shooting, other acts of violence, civil unrest, fire, tornado, flood, or hurricane)
- **Port of Entry Issues** (e.g., applicant found inadmissible resulting in withdrawal of application for admission, expedited removal, or Notice to Appear)