



J-1 Student Intern Checklist

The documents listed below are your responsibility to upload into Terra Dotta. You will receive an email from Terra Dotta when the application is open for you to enter your information and upload all required documents. The email will be sent to the email you provided your department sponsor through the intake form. Please remember to check your spam folder as Terra Dotta emails may be marked as spam. Contact your department sponsor with any questions.

Initial UW-Madison application

Copy of the information page on the passport

- Passport must be valid at least 6 months beyond start date of the DS-2019

Proof of funding

- Must be in English and dated within the last year
- Must include name on account, currency of funds, and remaining balance
- Must be a liquid account, no investment accounts
- Must include documentation of all funding sources

Affidavit of support

- Only needed if funding will come from non-personal accounts

Home university attestation

- Must include the expected graduation date, and that it will not pass while the student is in the U.S.
- Show internship program is required for completion of degree
- Verify student is in good academic standing

Proof of English language skill

- Meet undergraduate admissions proficiency test requirements
 - DET: 105+, IELTS: 6.5+, TOEFL iBT: 80+
- Or official documentation from an accredited academic English institution

Documentation for any accompanying dependents

- Passport page
- Funding proof would need to include enough funding for the Student Intern as well as all accompanying dependents
- Proof of relationship to Student Intern

All DS-2019s

- Only needed if you have held J-1 or J-2 status in the past two years

UW-Madison appointment letter