



J-1 Student Intern Handbook

Welcome to the University of Wisconsin - Madison J-1 Student Intern program! As a visiting Student Intern at the UW - Madison, you will have an excellent opportunity to engage in research and practical training in your field of study. Your time at UW - Madison will give you the chance to gain exposure to U.S. practices and culture, expand your network by meeting students and scholars, and further your educational goals.

This handbook is designed to help prepare you for your time in Madison. As a Student Intern, you will be in a unique position, much different from your school life in your home county. While this handbook will be a useful guide before and during your program, our advisors at International Student Services (ISS) are always available to help you navigate your visa and status requirements. Your host department will also serve as a valuable resource during your stay.

International Student Services Contact Information

<p>International Student Services iss.wisc.edu 702 Langdon St, Room 130, Pyle Center Madison, WI, 53706 Drop-in advising: Monday & Tuesday 2pm – 4pm Friday 10am - 12pm</p>	<p>J-1 Student Advisor Allyson (Ally) Opps aopps@wisc.edu</p>
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J-1 Exchange Visitor Program

The [J-1 Exchange Visitor Program](#) was created in 1961 under the Mutual Educational and Cultural Exchange Act. The program is administered by the U.S. Department of State with the purpose of fostering the mutual exchange of ideas between the U.S. and foreign nationals and to stimulate international collaborative teaching and research efforts. UW-Madison is designated by the U.S. Department of State to conduct educational and cultural exchange programs in several different categories. **You are admitted under the Student Intern category for the purpose of research and practical training in your field of study.**

J-1 Student Intern Program

You have been approved to be sponsored by the University of Wisconsin – Madison for a J-1 Exchange Visitor visa under the J-1 Student Intern category. The goal of the J-1 Student Intern program is to give international students the opportunity to participate in practical training and research in the U.S. that will fulfill the educational objectives for the student’s degree program at their home university.

Your internship program and site of activity is outlined in form DS-7002, Training/Internship Placement Plan (T/IPP). While you are in the U.S. **you are only permitted to participate in what has been outlined in the T/IPP.** You are not eligible for any employment or compensation in the U.S. outside of what is specifically outlined in your DS-7002. Engagement of employment outside of your specific agreement is grounds for immediate termination and departure from the U.S.

Preparing For Your Program

<p>Pre-Arrival</p> <ul style="list-style-type: none">▫ Print and sign your DS-2019 and DS-7002▫ Verify all information on your DS-2019 and DS-7002 is correct▫ Pay SEVIS fee▫ Review the Department of State website and schedule a visa appointment as soon as possible▫ Make plans to purchase health insurance coverage▫ Research housing options and arrange accommodation▫ Enter the U.S. within 30 days of your program start date	<p>Post-Arrival</p> <ul style="list-style-type: none">▫ ISS check-in▫ Mandatory Student Intern Orientation▫ Update local address▫ Keep DS-2019 and passport current▫ Engage only in internship program outlined in DS-7002▫ Evaluations during the program▫ Maintain health insurance coverage▫ Report any early departures to ISS <p>For paid internships</p> <ul style="list-style-type: none">▫ Complete the I-9 in first 3 days▫ Apply for SSN▫ Follow additional directions from HR
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Applying for Your Visa

You must print and sign your DS-2019 and DS-7002 in blue ink prior to your visa interview or travel to the United States.

A valid J-1 visa is required to seek admission to the U.S. Once you receive the original copies of your DS-2019 and DS-7002, you may attend a visa interview with your local U.S. Embassy or Consulate. **Visa wait times may vary from consulate to consulate.** Please plan accordingly.

You will need to take the following to your visa appointment:

- **DS-2019**, Certificate of Eligibility for Exchange Visitor Status
- **DS-7002**, Training/Internship Placement Plan
- [DS-160](#), Online Nonimmigrant Visa Electronic Application
- Visa Application Processing fee receipt
- [SEVIS I-901](#) payment receipt
- **Proof of financial support** for duration of program
- **Valid Passport**
- One 2x2 photograph

Each consulate may require additional documentation. Verify all required documentation by the [Embassy or consulate](#) you apply to interview with. For more about the visa interview process check this information about [Interviews and Documents](#).

Under U.S. law, all applicants for non-immigrant visas are viewed as potential immigrants until they can prove otherwise. This means that **you must be able to show strong home country ties.** "Ties" to your home country are things that connect you to your hometown, homeland, or current place of residence. An example of proving ties to your home country could be your home university attestation which states your intent to return to your home institution to complete your degree. Each person's situation is unique, and there is no standard explanation, document, certificate, or letter which can guarantee a visa stamp.

For additional information check [Step 4](#) and [Step 5](#) of the 12 Steps to Becoming a Global Badger.

Arriving and Entering the U.S.

Your J-1 visa allows you to request permission to enter the United States. It is at the discretion of the U.S. Customs and Border Protection (CBP) officials at the port of entry to permit or deny admission into the U.S. If you are

allowed to enter the U.S., the CBP official will stamp your passport with an admission stamp admitting you in J-1 D/S status.

You will need the following documents to enter the U.S.:

- **Valid passport:** must be valid for at least six months at time of entry
- **Valid U.S. J-1 visa** (except Canadians): visa expiration date must not have passed by the date of entry into the U.S.
- **Unexpired form DS-2019:** document must be signed, and the end date must not have passed at time of entry
- **Signed DS-7002**
- **I-901 SEVIS fee receipt**
- **Proof of Financial Support**

Each time you enter the U.S., Customs and Border Protection will create an online, **electronic entry record, I-94**. The U.S. airport or pre-clearance port of entry might not stamp your passport when you enter the U.S. If that is the case, the I-94 will be your only official record of entry into the U.S.

You should check and save a copy or screenshot of your I-94 each time you enter the U.S. as you will need it to complete the required check-in with ISS and for future travel.

Orientation and Check-in

Upon your arrival to the U.S., you must complete the following requests in Terra Dotta:

1. Submit Arrival Documentation (including a scan of your fully signed DS-7002)

Within the first 15 days of your program, you will need to attend Orientation, hosted by ISS. **Orientation and check-in are required to maintain status in the U.S.** Orientation will cover key topics for maintaining status, resources and life in Madison. You will need to present your passport, visa and visa stamp (optional), DS-2019, DS-7002 and I-94 to verify and complete your check-in.

Maintaining Status During Your Program

As a J-1 Exchange Visitor you are responsible for learning, understanding and complying with the laws and regulations that apply to your status. Failure to comply with the requirements may jeopardize your legal status, academic objectives, as well as eligibility for future United States immigration. The following is not an exhaustive representation of all regulations, if you have further questions, please contact ISS through Terra Dotta.

Medical Health Insurance

It is a **federal requirement** for exchange visitors to purchase a health insurance plan which will cover you from the day you arrive in the U.S. to the day you leave the U.S. **You will need to enroll in the [Scholar Health Insurance Program \(SHIP\)](#)**. You must register yourself (and any dependents) for SHIP **within 31 days** of either the DS-2019 start date or entry date (whichever is later). **Willfully failing to maintain health insurance while on program is a violation of legal status and will result in termination of the DS-2019 SEVIS record.** SHIP insurance coverage begins on the 15th of each month. If your program ends after the 14th of a given month, you will be required to purchase an entire additional month of coverage.

If you have a benefits eligible appointment, you have the option of enrolling in SHIP insurance, or in State Group Health Coverage. If you enroll in State Group Health, **you will need to submit proof of your health insurance benefits enrollment along with the waiver form to the SHIP office.** When enrolling avoid the High Deductible Health Plan (HDHP). You should also enroll in extra accidental death and dismemberment coverage to meet federal requirements.

Visit the [SHIP site](#) for more information. Any inquiries should be directed to shipmail@uhs.wis.edu

Address Reporting

It is your responsibility to report any change of your local, U.S. address **within 10 days** of moving. Address changes should be reported to ISS through Terra Dotta, as well as to your department sponsor.

Social Security Number

If you are being paid during your internship you will need to apply for a social security number (SSN). You may apply for an SSN after 10 days of your ISS check-in and orientation. To obtain an SSN, you will need to take the following documents to the local Social Security Administration Office:

- Passport
- I-94
- DS-2019
- DS-7002
- Appointment letter from UW-Madison department

Applications for social security numbers must be made in person. The [Madison SSA office](#) is located:

6011 Odana Road, Madison, WI 53719

Taxes and Glacier International Tax System

Anyone receiving payments from a U.S. source are subject to U.S. taxation. Please note that ISS are not tax experts and do not advise on taxes or tax law. If you need assistance with filing your U.S. taxes, you should contact a tax professional.

Glacier Tax Prep works with the UW system to help guide those who work on campus through the tax preparation process. Paid employees at UW-Madison are required to have a Glacier record and submit Glacier tax forms.

Study/Taking Classes

While you are a Student Intern, you are **not** enrolled at the UW - Madison as a regular student. You are **not permitted to enroll in or audit any courses at the UW - Madison**, unless specifically stated in the DS-7002.

Clinical Activity

As a J-1 Student Intern **you cannot participate in any clinical activities**. The Department of State uses direct 'patient care' and 'patient contact' interchangeably. Therefore, anything involving patient contact and/or patient care is considered clinical and is forbidden under the J-1 program.

'Patient contact' is any physical or psychological interaction with a person that could affect their health and/or overall well-being. The person does not need to be a patient in the traditional sense. A few examples of patient contact that are considered clinical are: attaching EEGs to someone, drawing blood, performing an X-ray on a living being, dentistry, psychological interviews for study or diagnosis, and so forth.

Humans and animals are both considered patients by the Department of State. Veterinary care and veterinary clinical research for animals are considered clinical activities and are therefore not allowed on the J-1 program. **Lab animals or animal models, whose sole purpose for existence is for research, are not considered patients by DOS.** Therefore, any work with lab animals/animal models is allowed on the J-1 program.

Pure observation is not considered a clinical activity and would be allowed in J-1 status. However, the J-1 must be truly only observing—they cannot interact in any way. The activity is no longer observation the moment a doctor hands the J-1 a scalpel to hold, asks the J-1 to check someone's blood pressure, etc.

Dependents

J-1 visa holders may be accompanied by their spouse and/or any child dependents under the age of 21. Anyone wishing to travel with the J-1 visa holder must apply for a J-2 visa through a U.S. embassy or consulate. Other family members (parents, brothers, sisters, etc.) are not eligible for a J-2 visa but may be eligible for a B-2 tourist visa.

At the time of application, the J-1 visa holder must provide proof of funding, including sufficient funding for any accompanying dependents. **Dependents are also required to maintain the same health insurance requirements as the J-1 visa holder.**

J-2 dependents are eligible to apply to the DHS for employment authorization on the condition that the employment is not intended to support the J-1 visa holder. Additionally, J-2 dependents are also eligible to enroll as part-time or full-time students at U.S. colleges and universities. Children on a J-2 visa can attend public school while in the U.S.

Ending Your Program

Program Extensions

J-1 Student Interns may participate in their internship program for up to 12 months. If you wish to extend your internship program, you must apply for an extension at least 3 weeks before the DS-2019 end date. Extensions are not permitted beyond 12 months.

To be eligible for an extension you must provide proof of additional funding for the extension period, verification from your department sponsor and proof of continued enrollment at your home institution. **Student Interns cannot graduate while they are in the U.S.**

Transferring

You may request a transfer to another institution so long as you continue in the J-1 Student Intern category and will not exceed the 12-month program time limit. Transfers should be initiated within 3 weeks of the DS-2019 end date. If you intend to transfer your program, consult ISS prior to initiating any transfer.

Grace Period

You **may not arrive in the U.S. more than 30 days before the start date** listed on your DS-2019. If you have maintained status, **you have a grace period of 30 days to depart the U.S.** upon completion of your program. The grace period starts at the end date listed on your DS-2019.

Please note that you may travel within the U.S. during the 30-day period, but you cannot reenter the U.S. with your J-1 visa. Remember that Canada and Mexico are not part of the U.S., and you will not be able to re-enter the U.S. from either country during your grace period.

12-Month Bar

J-1 visa holders may be subject to bars for different lengths of time for returning to the U.S. on a different J-1 visa type. Please note that any bar placed on the J-1 visa holder will also apply to any J-2 dependents.

Participation Bars are a separate requirement from the Two-Year Home Residency Requirement (212E)

A J-1 visa holder will be subject to a 12-month bar before returning to the U.S. in the Research Scholar/Professor category if:

- Previous program length was greater than 6 months and;
- In Student non-degree, student intern, student or specialist category

A 12-month bar will not be applied if the previous program was less than 6 months.

Two-year Home Residence Requirement (212E)

In some cases, J-1 visa holders will be required to return home to your home country for two years after the end of your program. During this time, you will not be eligible for any immigrant visa or for non-immigrant visas H, L, or K. However, you are eligible for a tourist visa or F visa.

Not all J-1 visa holders are required to fulfill the two-year requirement. **The U.S. Department of State will determine if the J-1 visa holder is subject to 212E.**

The 212 E requirement applies to J-1 visa holders who:

- Are funded by the United States Government, their home government or international organizations during part of all of your stay in the U.S.
- Are participating in a program that is focused on a skill that is registered on the [Exchange Visitor Skills list](#)

- Are a graduate of a foreign medical school participating in an internship, residency or a clinical training program in the U.S. sponsored by the Educational Commission for Foreign Medical Graduates (ECFMG)

Those who do not wish to fulfill the 212E requirement may apply for a waiver with the Department of State. In the event a waiver is granted, the J-1 visa holder will not be able to extend, transfer or alter their program end date in any way. **Consult with ISS prior to applying for a waiver as it can have a serious effect on your legal status.**

Departure Dates

At the end of your program, you must notify ISS and your department sponsor of your departure. If you will be leaving your program earlier than the end date listed on your DS-2019, ISS must be notified prior to departing.

Documents

It is your responsibility as the J-1 Exchange Visitor to maintain copies of all visa documentation during and after your program. Make sure that prior to ending your program, you obtain copies of all documents and keep them in a secure location for future use.

Additional Resources

Housing

As a J-1 Student Intern, you are not an enrolled student at the UW, therefore you are not eligible for some on campus benefits, like housing. You can find some off-campus housing options at [Off-Campus Housing Marketplace \(wisc.edu\)](https://wisc.edu/off-campus-housing-marketplace).

The [International Cooperative House](https://wisc.edu/international-cooperative-house) (International Co-Op) is run by 26 housemates from all over the world. You can email internationalcoop@gmail.com for more information.

You may find other Madison housing on the [Madison Campus and Downtown Living](https://wisc.edu/madison-campus-and-downtown-living) website. Please note that this website is not affiliated with the university but may help you find information about apartments and neighborhoods in the campus area.

We urge you to be cautious about housing scams. If you have any questions or need assistance with finding accommodation for your time in Madison, contact your department sponsor for assistance.

NetID

A Net ID is required to access the internet, Wi-Fi, MyUW, Terra Dotta, and your UW-Madison email account.

WisCard

[WisCard](https://wisc.edu/wiscard) is the official UW-Madison identification card. As a J-1 Student Intern, you are eligible for a WisCard.

MyUW

[MyUW](https://myuw.wisc.edu) is an application that provides links to payroll, benefits, personal calendars, your wisc.edu email and more.

Transportation

Once you have your WisCard, you may be eligible to purchase a reduced cost bus pass for Madison Metro buses from [Transportation Services](https://wisc.edu/transportation-services). The UW campus also offers several fare-free bus routes.

Virtual Campus Tour

Get to know the campus area before you arrive with a [virtual campus tour](https://wisc.edu/virtual-campus-tour).

Events and additional information

Madison [Tips & Tricks](https://wisc.edu/tips-tricks)

[ISS Newsletter](https://wisc.edu/iss-newsletter)

[ISS Events](https://wisc.edu/iss-events)

[City of Madison](https://wisc.edu/city-of-madison) events

[Overture Center for the Arts](https://wisc.edu/overture-center-for-the-arts)

Safety Resources

[UW Campus Police](https://wisc.edu/campus-police) Department

- Street address: 1429 Monroe St
- Non-emergency number: (608)264-2677
- For life threatening or immediate emergencies call 911

[Madison Police](#) Department

- Street Address: 211 S. Carol St
- Non-emergency number: (608)255-2345
- For life threatening or immediate emergencies call 911

[Madison Fire](#) Department

- For life threatening or immediate emergencies call 911