



# J-1 Student Intern



International Student Services Lunch & Learn



# Meet your Presenter

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**Allyson (Ally)  
Opps**  
(She/her/hers)  
J-1 Compliance  
Specialist  
DSO, ARO



**Jonathon  
Henderson**  
(He/him/his)  
J-1 Immigration  
Specialist



# Housekeeping

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- This meeting is being recorded
- The information that is shared today is based on federal regulations as of today, 10/26/2023. This information is subject to change in the future
- The recording will be available on the ISS website & Kaltura page.
- Slides will be available after the presentation.
- There will be Q&A time at the end of the presentation. Please use the Q&A feature. Some questions will be answered throughout the presentation.
- Each case can be nuanced. Departments are encouraged to reach out to ISS/IFSS with any questions based on specific situations.



# Agenda

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- What is a J-1 Exchange Visitor
- J-1 Student Intern Information
  - Eligibility and Requirements
  - Immigration Documents
- Steps for Hosting a J-1 Student Intern
- Limitations of J-1 Student Intern
- Q & A



# What is a J-1 Exchange Visitor

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# Exchange Visitor

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- J-1 Exchange Visitor program was designed “to increase mutual understanding between the people of the United States and the people of other countries by means of **educational and cultural exchanges**”
- U.S. Department of State designates organizations, like the UW, to be sponsors of exchange visitor programs





# Exchange Visitor

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- Sponsored by UW-Madison to participate in classes, research, training, lecturing at UW-Madison
- J-1 categories at UW:
  - Student
  - Non-degree student
  - Student Intern
  - Research Scholar
  - Short-Term Scholar
  - Professor
  - Specialist
  - Intern\*



# J-1 Student Intern Program and Student Eligibility





## J-1 Student Intern

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- Is enrolled, in good academic standing, in degree program **abroad**.
- Internship program is **required** to complete degree.
- Will return to home university to graduate. Will **not graduate while in the U.S.**
- Has verifiable English skill.
- Has proof of sufficient funding for duration of program.
- Is solely in the U.S. for the internship program.
- Will enroll in and maintain required health insurance through SHIP.
- **Will not exceed 12 months of internship programs.**



# English Language Skill

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- Enough to “function in an internship environment”.
- **Interviews with department faculty will not be accepted.**
- Acceptable proof of English language skill:
  - A recognized English language test (same requirements as J-1 undergraduate students).
    - DET: 105+, IELTS: 6.5+, TOEFL iBT: 80+
    - Dated within the last 2 years
  - Documentation from an English language school or academic institution.
    - Transcripts, Institution letter of Attestation



# Funding Proof

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- Since Student Interns will not be enrolled in courses, they only need to provide **proof of funding for living expenses and required health insurance for the duration of program.**
- Internship programs do not need to be paid.
- Funding proof can be:
  - Personal or from family
  - Payment from UW Department, scholarship or home government
  - In foreign currency, at a bank abroad
- Funding cannot be:
  - In the form of stocks, bonds or other investment accounts
  - Credit card funds
  - Documented only in a foreign language



# Home University Attestation

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- Documents the expected graduation date for receipt of a Bachelor's degree.
  - Graduation cannot happen while Student Intern is in the U.S.
- Confirms internship program is a degree requirement.
- Verifies student is in good academic standing and will continue to be enrolled while in the U.S.



# Required Health Insurance

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- Health insurance is a federal requirement for all J-1 visa holders and their dependents.
  - If Student Interns believe they have comparable insurance, they can apply for a waiver through SHIP.
- Student Interns will be required to enroll in Student Health Insurance Program (SHIP) or have an approved for a waiver through them.
- Willfully failing to maintain health insurance while on program is a violation of legal status and will result in termination the DS-2019 SEVIS record.






# Internship program

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- Is at least 3 weeks, and no more than 12 months.
- Is full time, minimum **32 hours per week**.
- Can be paid or unpaid.
- Consists of **no more than 20% clerical work**.
- Does not include unskilled labor, child or elder care, aviation, clinical work, or other patient care or contact.
- Exists only to help student intern **fulfill home university degree requirements**.
- Consist of work-based learning and not skilled labor.
- Meet all requirements of the Fair Labor Standards Act and the Migrant and Seasonal Agricultural Worker Protection Act.
- Not involve a staffing or employment agency in any way.

	J-1 Student Intern	J-1 Scholar	J-1 Intern	
Purpose	Training or research-based internship to fulfill a <b>degree requirement</b>	Primarily engaged in research and/or teaching Terminal positions	Work-based training related to academic objective	
Degree level	Pursuing a bachelor's degree <b>Must not have graduated</b>	Bachelor's degree or higher	Pursuing bachelor's degree	
Sponsor	UW-Madison (ISS)	UW-Madison (IFSS)	<b>CIEE</b>	
Cost to Department	<b>\$350</b>	N/A	\$1,500 ~ 3,500	
Site of Activity	UW-Madison	UW-Madison	UW-Madison	
How long can they stay?	Minimum 3 weeks Maximum 12 months Max 1 program per degree	Maximum 5 years	Minimum 3 weeks Maximum 12 months May repeat if program will enhance skills	



# Immigration Documents





U.S. Department of State  
**CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR STATUS (J-NONIMMIGRANT)**

OMB APPROVAL NO.1405-0119  
 EXPIRES: 10/31/2020  
 ESTIMATED BURDEN TIME: 45 min  
 \*See Page 2



# DS-2019

- Certificate of Eligibility
- Determines length of stay in U.S.
- Shows:
  - SEVIS ID number
  - Primary Site of Activity
  - Program Sponsor
  - Start and End dates
  - Category
  - Field of Study

1. Surname/Primary Name: <b>Badger</b>		Given Name: <b>Bucky</b>		Gender: <b>MALE</b>		<b>NOXXXXXXXXXX</b>  <b>J-1</b>
Date of Birth (mm-dd-yyyy): <b>10-02-1940</b>		City of Birth: <b>Madison</b>		Country of Birth: <b>United States</b>		
Citizenship Country Code: <b>USA</b>		Citizenship Country: <b>United States</b>		Position Code: <b>215</b>		
Legal Permanent Residence Country Code: <b>USA</b>		Legal Permanent Residence Country: <b>United States</b>		Position: <b>UNIVERSITY UNDERGRADUATE STUDENTS</b>		
Primary Site of Activity: <b>UW Study Abroad 301 Red Gym 716 Langdon St Madison, WI 53706</b>		Program Number: <b>P-1-00105</b>				
2. Program Sponsor: <b>University of Wisconsin-Madison</b>						
Participating Program Official Description: <b>PROFESSOR; RESEARCH SCHOLAR; SHORT-TERM SCHOLAR; SPECIALIST; STUDENT ASSOCIATE; STUDENT BACHELORS; STUDENT DOCTORATE; STUDENT INTERN; STUDENT MASTERS; STUDENT NON-DEGREE</b>						
Purpose of this form: <b>Begin New Program - Biographical Data Modified</b>						
3. Form Covers Period: From (mm-dd-yyyy): <b>09-06-2023</b> To (mm-dd-yyyy): <b>12-30-2023</b>			4. Exchange Visitor Category: <b>STUDENT NON-DEGREE</b> Subject/Field Code: <b>24.0102</b> Subject/Field Code Remarks: <b>General Studies</b>			
5. During the period covered by this form, the total estimated financial support (in U.S. \$) is to be provided to the exchange visitor by: Current Program Sponsor funds : \$20,214.00 Personal funds : \$9,507.00 Total : \$29,721.00						
6. RESPONSIBLE OFFICER OR ALTERNATE RESPONSIBLE OFFICER ATTESTATION: I attest that prior to issuing this Form DS-2019, the Program Sponsor organization identified above, for which I serve as the Responsible Officer or Alternate Responsible Officer, has verified, in accordance with the requirements of 22 CFR 62.12(b), that each prospective exchange visitor: (i) is eligible and qualified for, and accepted into, the program in which he or she will participate; (ii) possesses adequate financial resources to participate in and complete his or her exchange visitor program, and (iii) possesses adequate financial resources to support an accompanying spouse and dependents, if any. I also attest that upon printing and signing this form, I am physically present in the United States or in a U.S. territory. A notification copy of this form has been provided to the U.S. Department of State.			7. (ARO Name Here) Name of Official Preparing Form: <b>21 N PARK ST STE 5101 MADISON, WI 53715</b> Address of Responsible Officer or Alternate Responsible Officer:  Signature of Responsible Officer or Alternate Responsible Officer:		Alternate Responsible Officer Title:  Telephone Number: <b>608-262-2044</b> Date (mm-dd-yyyy): <b>03-27-2023</b>	
8. Statement of Responsible Officer for Releasing Sponsor (FOR TRANSFER OF PROGRAM) Effective date (mm-dd-yyyy): _____ Transfer of this exchange visitor from program number _____ sponsored by _____ to the program specified in item 2 is necessary or highly desirable and is in conformity with the objectives of the Mutual Educational and Cultural Exchange Act of 1961, as amended. Signature of Responsible Officer or Alternate Responsible Officer: _____ Date (mm-dd-yyyy) of Signature: _____						
PRELIMINARY ENDORSEMENT OF CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 212(e) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-484, AS AMENDED (see item 1 (c) of page 2). The Exchange Visitor in the above program: 1. <input type="checkbox"/> Not subject to the two-year residence requirement. 2. <input type="checkbox"/> Subject to two-year residence requirement based on: A. <input type="checkbox"/> Government financing and/or B. <input type="checkbox"/> The Exchange Visitor Skills List and/or C. <input type="checkbox"/> PL 94-484 as amended Name: _____ Title: _____ Signature of Consular or Immigration Officer: _____ Date (mm-dd-yyyy): _____				TRAVEL VALIDATION BY RESPONSIBLE OFFICER (Maximum validation period is 1 year *) *EXCEPT: Maximum validation period is up to 6 months for Short-term Scholars and 4 months for Camp Counselors and Summer Work/Travel. (1) Exchange Visitor is in good standing at the present time. Date (mm-dd-yyyy): _____ Signature of Responsible Officer or Alternate Responsible Officer: (2) Exchange Visitor is in good standing at the present time. Date (mm-dd-yyyy): _____ Signature of Responsible Officer or Alternate Responsible Officer:		
THE U. S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING 212 (e). EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statement in item 2 on page 2 of this document. Signature of Applicant: _____ Place: _____ Date (mm-dd-yyyy): _____						



# DS-7002

U.S. Department of State OMB APPROVAL NO. 1495-017 EXPIRATION DATE: 12-31-2014 ESTIMATED BURDEN: 1.5 hours

### TRAINING/INTERNSHIP PLACEMENT PLAN

**SECTION 1: PARTICIPANT INFORMATION**

Trainee/Intern Name (Family Name, First Name, Middle Name) \_\_\_\_\_ E-mail Address \_\_\_\_\_

Select One:  Current Field of Study or Profession  If Professional, Number of Years Experience in Field \_\_\_\_\_

Type of Degree or Certificate \_\_\_\_\_ Date Awarded (mm-dd-yyyy) or Expected \_\_\_\_\_ Training/Internship Dates (mm-dd-yyyy) \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_

**SECTION 2: SITE OF ACTIVITY INFORMATION**

Name of Supervisor (Last, First, MI) \_\_\_\_\_ Title \_\_\_\_\_

E-mail Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

Host Organization Name \_\_\_\_\_ Street Address of Training/Internship Site \_\_\_\_\_ Suite \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_ Website \_\_\_\_\_

Employer ID Number (EIN) \_\_\_\_\_ Hours Per Week \_\_\_\_\_ Will Trainee/Intern receive a stipend?  Yes  No If Yes, how much? \_\_\_\_\_ per \_\_\_\_\_

Does your organization have a Worker's Compensation (WC) policy?  Yes  No If so, Name of Carrier \_\_\_\_\_ Will your WC Policy cover the intern/trainee?  Yes  No

Number of Full-Time Employees \_\_\_\_\_ Annual Revenue \_\_\_\_\_  
 \$0 to \$3 Million  \$3 Million to \$10 Million  \$10 Million to \$25 Million  \$25 Million or More

**SECTION 3: CONTRACT AGREEMENT**

Trainee/Intern - I certify the following:  
 1. I hereby acknowledge that I have reviewed, understand, and will follow this Training/Internship Placement Plan (TI/IPP).  
 2. That I am entering into this Exchange Visitor Program in order to participate as a Trainee or Intern as delineated in the TI/IPP, and not to simply engage in labor or work in the United States.  
 3. That 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 is not providing me with a legitimate internship or training, as delineated on my TI/IPP.  
 4. I understand that any attempt to falsify, conceal, or cover up by any trick, scheme, or device a material fact by making any materially false, fictitious, or fraudulent statement or representation; or making or using any false writing or document, knowing the same to contain any materially false, fictitious, or fraudulent statement or entry is punishable by fine or imprisonment of up to 5 years under Title 18 U.S.C. § 1001.

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

Supervisor - I certify the following:  
 1. I hereby acknowledge that I have reviewed, understand, and will follow this Training/Internship Placement Plan (TI/IPP).  
 2. I will adhere to all applicable regulatory provisions that govern this program (22 CFR Part 62).  
 3. That Trainees and Interns will not displace full- or part-time, seasonal or permanent American workers, or serve to fill a labor need.  
 4. I will conduct the required periodic evaluations of this trainee/intern.  
 5. I will notify the designated Sponsor contact regarding any concerns about, changes in, or deviations from the TI/IPP at the earliest available opportunity, to include, but not limited to, changes in Supervisor or Host Organization, or changes in rotational assignments.  
 6. I will notify the Sponsor in the event of an emergency involving a Trainee or Intern, as well as any information that I receive about the Trainee or Intern that might represent a possible threat to their safety, security, welfare, or general well-being.  
 7. I will notify the Sponsor in the event I receive any information regarding the Trainee or Intern that might be a cause of embarrassment or disgrace to the Department of State or the Exchange Visitor Program, to include, but not limited to, arrest, or engagement in illegal or immoral activities.  
 8. That I am participating in this Exchange Visitor Program in order to provide the above listed individual with training or an internship as delineated in the TI/IPP, and not to simply to engage this individual in labor.  
 9. I understand that any on-the-job training or internship that the Trainee or Intern participates in meets all of the requirements of the Fair Labor Standards Act, as amended (29 U.S.C. § 201 et seq.).

**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, etc.). Each phase must build upon the previous phase to show a progression in the training/internship. A separate copy of pages 2 and 3 must be completed for each phase if applicable (e.g., if the trainee/intern is rotating through different departments).

Trainee/Intern Name (Family Name, First Name, Middle Name) \_\_\_\_\_ Field of Training/Internship \_\_\_\_\_

Name of Phase \_\_\_\_\_ Start Date for this Phase (mm-dd-yyyy) \_\_\_\_\_ End Date for this Phase (mm-dd-yyyy) \_\_\_\_\_ Phase \_\_\_\_\_ of \_\_\_\_\_

Brief Description of Trainee/Intern's Role for this Phase \_\_\_\_\_

Specific Goals and Objectives for this Phase \_\_\_\_\_

Knowledge, Skills, or Techniques to be Imparted During this Phase.

1.) What specific knowledge, skills or techniques will be learned? \_\_\_\_\_

2.) What plans are in place for the trainee/intern to participate in American cultural activities? \_\_\_\_\_

How, specifically, will these knowledge, skills or techniques be taught? Include the Specific Tasks and Activities to be Completed for this Phase (Interns) or Methodology of training and Chronology/Syllabus for this Phase (Trainees). \_\_\_\_\_

Methods of Supervision. Who will provide daily supervision of the trainee or intern and what are their qualifications to impart the planned learning during this phase? \_\_\_\_\_

Methods of Performance Evaluation. How will the trainee or intern's acquisition of new skills and competencies be measured during this phase? \_\_\_\_\_

- Training/Internship Program Plan
- Outlines goals and objectives of Internship Program
  - Student Interns cannot engage in employment, research or classes not explicitly stated
- T/IPP created for each different site of activity
- Faculty supervisor signatures required



# Hosting a Student Intern





# Steps for Hosting a Student Intern

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1. Identify and Invite a Student Intern
2. Submit a New Sponsorship Request in Terra Dotta
3. Complete J-1 Request Department Tab and DS-7002
4. ISS Processes and Issues Immigration Forms
5. Student Intern Applies for Visa
6. Student Intern Arrives
7. Required Evaluations
8. Student Intern Departs

# 1. Identify and Invite a Student Intern

- ISS does not create or find any internships or prospective students.
  - Internship plans, goals and outcomes outlined in DS-7002 are created by department, student and faculty supervisor.
- Departments are responsible for initiating the process with ISS.





## 2. Submit a New Sponsorship Request in Terra Dotta

- Recommended to start **3-4 months before start date.**
- Completed by the hosting department to determine initial eligibility.
  - Send an email to [aopps@wisc.edu](mailto:aopps@wisc.edu) to initiate review
- Department will need Student information
  - [J-1 Student Intern Intake form](#)
  - New Sponsorship Request approval **does not guarantee DS-2019 or DS-7002 issuance**

### J-1 Student Intern Intake Form

This form will assist your department sponsor in requesting your immigration documents and creating your internship program agreement. Please fill it out accurately and clearly.



1. Your email: \_\_\_\_\_

*All conversations from Terra Dotta and our Immigration office will be sent to the email address you provide. Some email clients send Terra Dotta emails to the spam box, so **check your spam box frequently**. Likewise, the emails may say "CAUTION: EXTERNAL" in the header. Emails from Terra Dotta are completely safe.*

2. Last name (as it appears in the passport): \_\_\_\_\_

3. First name (as it appears in the passport): \_\_\_\_\_

4. Have you ever been in J-1 status before? \_\_\_ Yes \_\_\_ No (If No, skip to number 5)

a. If yes, which category/categories? List all that apply: \_\_\_\_\_

b. If yes, what were the start and end dates on your DS-2019? (MM/DD/YYYY) \_\_\_/\_\_\_/\_\_\_

c. If yes, are you subject to the two-year home residency requirement? \_\_\_ Yes \_\_\_ No

d. If you are subject, do you have a waiver from the US Department of State? \_\_\_ Yes \_\_\_ No

5. Gender: \_\_\_ Female \_\_\_ Male \_\_\_ Other

6. Date of Birth (MM/DD/YYYY): \_\_\_/\_\_\_/\_\_\_

7. Country of Birth: \_\_\_\_\_

8. Country of Citizenship: \_\_\_\_\_

*Country of Citizenship is usually the country that issued your passport. If you have passports from more than one country, only write in the country whose passport you will be using.*

9. If you are currently in the U.S., list current immigration status: \_\_\_\_\_

a. When does the status expire? (MM/DD/YYYY): \_\_\_/\_\_\_/\_\_\_

*Use the end date of your immigration document (I-20, DS-2019, I-765, etc.). Do not use "D/S" if I-94 record states this.*

10. Proposed program dates (MM/DD/YYYY): \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

11. Have you received the equivalent of a U.S. bachelor's degree? \_\_\_ Yes \_\_\_ No



# 3. Complete J-1 Request Department Tab and DS-7002

- **Department Tab:** detailing specific department, and supervisor information
- **Form DS-7002 Training/Internship Program Plan:** outlining skills, training and cultural exchange
  - [Knowledge Base](#) for completing specific information.

## J-1 Student Intern Training/Internship Placement Plan Knowledge Base

The DS-7002 Training/Internship Placement Plan is the specific program outline for a Student Intern. Each Student Intern will require an individual DS-7002.

This form is to assist in completing the DS-7002 Tab of the new J-1 Request in Terra Dotta. **Please note that the DS-7002 tab is not "save as you go". All required fields need to be entered in one pass.** Once the DS-7002 is completed, ISS will review the training plan to ensure all requirements and regulations are met.

### Section 1: Additional Participant Information

Additional Participant Information	
<input type="text" value="Current Field of Study/Profession *"/>	<input type="text" value="Years of Experience in Field *"/>
<input type="text" value="Type of Degree or Certificate *"/>	<input type="text" value="Date Awarded or Expected *"/>

- Current Field of Study: match subject field listed in the department tab
- Years of Experience: number of years in current degree program
- Type of Degree: Bachelor's
  - Any degree above bachelor's should go through IFSS as a J-1 Scholar
- Date Awarded: expected date of degree completion at home university
  - The date of degree completion cannot happen while the Student Intern is in the U.S.

### Section 2: Site of Activity, Workers Comp, Stipend

If the internship has more than one site of activity, a phase specific plan will need to be created for each different site of activity.

<input type="text" value="Employer ID Number *"/>	<input type="text" value="Number of Full-Time Employees Onsite at Location: *"/>
<input type="text" value="Annual Revenue *"/>	<input type="text" value="Website URL *"/>
<input type="text" value="Select Annual Revenue"/>	<input type="text" value="Name of Carrier *"/>
Workers Comp Policy: <input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text" value="Exchange Visitor Hours Per Week *"/>
Workers Comp Policy for Exchange Visitors * <input type="text" value="Select Workers Comp Policy"/>	
Stipend: <input type="radio"/> Yes <input type="radio"/> No	
<input type="text" value="Non-Monetary Compensation Value"/>	

- Employer ID (FEIN): 39-6006492
- Number of employees: check the current number [here](#)
- Annual revenue: \$0 (we are a non-profit)
- Website: [www.wisc.edu](http://www.wisc.edu)
- Workers comp policy: yes
- Name of Carrier: Self-insured through State of Wisconsin Statutes Chapter 102
- Workers comp policy for Exchange Visitors: No, but equivalent coverage
- Exchange Visitor Hours Per Week: enter in expected hours
  - Internships cannot be less than 32 hours per week
- Stipend: enter department stipend if applicable

# 3. Student Intern Uploads Required Documents and Information



- Once department tab and DS-7002 are complete, the Student Intern will be invited to enter and upload all required documents in Terra Dotta.
- [J-1 Student Intern Checklist](#)



## 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**



## 4. ISS Processes and Issues Immigration Forms

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- Processing times fluctuate throughout the year. Peak processing time is a maximum of 15 business days.
- ISS will ensure all information, training plans, and documents meet J-1 Student Intern regulatory requirements before issuing Form DS-2019 to the Student Intern.
- Form DS-7002 Training/Internship Program Plan **requires faculty supervisor signatures** before being sent out to the Student Intern
- All documents will be scanned and uploaded to Terra Dotta for the Student Intern to print, sign, and use for visa acquisition and entry to the U.S.

## 5. Student Intern Applies for Visa

- Student Intern must schedule a visa appointment with the U.S. embassy or consulate in their home country and pay associated DS-160 visa application fees.
- The Student Intern cannot apply for a J-1 Visa after the start date of the program. The department must request a DS-2019 start date deferral if the student will not obtain a visa or enter the U.S. by the DS-2019 program start date.





## 6. Student Intern Arrives

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- The Student Intern should plan to arrive on or up to 30 days before the DS-2019 start date.
- The Student Intern must attend ISS Orientation and complete ISS Check-in within the first 10 days in the U.S.
- Not completing Orientation and Check-in will result in Cancellation of SEVIS ID and immediate departure.





# 7. Required Evaluations

- Evaluation(s) of the Student Intern placement is required by regulation.
- All evaluations must be sent to ISS upon completion
  - **If the internship is 6 months or less:** one evaluation must be completed and submitted to ISS within 15 days of the internship’s end date.
  - **If the internship is longer than 6 months:** one evaluation within 15 days of the program midpoint and a second evaluation at the end of the internship are required.
- Failure to complete and send evaluations may result in the department’s inability to host J-1 Student Interns in the future.

### J-1 Student Intern Evaluation

Email completed evaluations to: [aopps@wisc.edu](mailto:aopps@wisc.edu)

The U.S. Department of State requires that visiting scholars in the J-1 Student Intern category receive an evaluation prior to the conclusion of their internship program. The student intern and the immediate supervisor must complete and sign the evaluation form. For internships less than six months, only one evaluation is required. For internships lasting more than six months, two evaluations are required—a mid-point evaluation and a final evaluation.

**Student Intern Information:**

First name: \_\_\_\_\_ Last name: \_\_\_\_\_ Date of Birth(mm/dd/yyyy): \_\_\_/\_\_\_/\_\_\_

**Host Department information:**

Host department: \_\_\_\_\_ Faculty supervisor’s full name: \_\_\_\_\_

**Evaluation Type:**

Mid-point Evaluation

Please confirm the date range this evaluation if for (mm/dd/yyyy): \_\_\_/\_\_\_/\_\_\_

Final Evaluation

Please confirm the last day of your internship (mm/dd/yyyy): \_\_\_/\_\_\_/\_\_\_

**Evaluation (to be completed by host department):**

*Rate the Student Intern in each performance category*

*E= Exceptional, ME= Meets Expectations, I = Improvement needed, U = Unsatisfactory*

Category	Score	Comments
<b>Overall performance:</b> Performance related to the specific objectives outlined in the DS-7002 Training Plan.		
<b>Skills and Techniques:</b> Ability to demonstrate the knowledge, skills and techniques outlined in the DS-7002 Training Plan.		
<b>Problem Solving:</b> Ability to identify, analyze and solve problems, suggest alternatives and analyze impact.		
<b>Quality:</b> Ability to produce work with accuracy, comprehensiveness and orderliness.		
<b>Teamwork:</b> Ability to work with others within the department and take direction from supervisor.		



## 8. Student Intern Departs

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- Student Interns have a 30-day grace period following the end date of their DS-2019.
- If the Student Intern will finish their program and leave before the DS-2019 end date, **immigration documents should be amended to match the final date of the program.**
- ISS does not issue letters of completion or certificates for internship programs. That is up to the department and faculty supervisor.
  - ISS can only attest to visa and immigration status for the duration of the internship program.



# Steps for Hosting a Student Intern

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# ISS is here to support you!

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## **We do:**

- Advise departments and students on visa selection, responsibilities and regulations
- Process immigration paperwork
- Provide orientation to help student and department best understand the program
- Ensure immigration compliance throughout all programs

## **We do NOT:**

- Make immigration regulations or Issue visas
- Dictate HRS category
- Manage student access resources
- Find students housing, WisCard, Net ID, SSN, health insurance
- Find prospective student interns
- Develop internship/training plans
- Complete required evaluations



# Limitations of Student Intern





# Must be Degree Requirement

*To be printed on university letterhead*

## Certification of Enrollment and Expected Degree Completion

Name of Student:

Date of Birth (MM/DD/YY):

Current degree level:

Field of study/Major:

Expected Graduation Date (MM/DD/YY):

Name of home institution:

Address of home institution:

This is to certify that the student and home institution named above meet all requirements for participating in the internship program with the University of Wisconsin-Madison.

- The above-named institution facilitates a curriculum at the post-secondary level.
- The above-named institution acknowledges and approves any compensation to the student intern during their program.
- The internship program at the University of Wisconsin-Madison will fulfill a degree requirement for the student at their home institution.
- The student is currently enrolled and pursuing an undergraduate degree.
- The student is currently in good academic standing.
- The student will return to complete and obtain a degree from the home institution named above.

By signing below, I certify that all above statements are true and that I approve of the student's internship as associated with the internship program at the University of Wisconsin – Madison.

Printed name of University Representative:

Title:

Signature:

Date:

- Confirmed through;
  - Home University Attestation or;
  - Exchange Agreement
- If an internship/research/training opportunity is not expressly required;
  - CIEE (if no Bachelor's degree)
  - IFSS (if completed Bachelor's)

# Studying and Taking Classes

- J-1 Student Interns are **not enrolled** at UW-Madison as students
- They **cannot enroll in or audit any courses in the U.S.** while they are participating in their program
  - May be enrolled in courses for their home university during the internship program.
  - Courses listed in the DS-7002 that are required to complete the goals of the internship program may be permitted.





# Unpaid Work vs Volunteering

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- A Student Intern cannot engage in any unpaid work outside of the scope is of the DS-7002
- Volunteering is defined as: “individual who performs hours of service...for civic, charitable, or humanitarian reasons, without promise, expectation or receipt of compensation for services rendered.”
  - Common volunteer places include a literacy network, homeless shelter, food pantry, animal shelter, etc.
  - [Badger Volunteers](#) is a campus resource for volunteer and public service activities.



# Clinical Work

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- J-1 Student Interns cannot participate in any clinical work or patient care.
- 'Patient contact' is any physical or psychological interaction with a person that could affect their health and/or overall well-being.
- Humans and animals are both considered patients by the Department of State.
  - Lab animals or animal models, whose sole purpose for existence is for research, are not considered patients by DOS.
- **Pure observation is not considered a clinical activity and would be allowed in J-1 status.**



# Extensions or Transfers

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- Cannot be on Student Intern longer than 12 months per degree.
- Will require new DS-2019 and DS-7002
- Extensions and transfers can be requested through Terra Dotta.
  - Department verification will be required.
- Must remain in the same Field of Study
  - A change in the field of study would require a new DS-2019, DS-7002, travel and visa appointment



# Changing Category

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- J-1 visa holders can change category, even if they are subject to 212(e)
- Change of Category will require the student to travel, and reapply for a visa with a consulate abroad
- Change of Category while in country requires extenuating circumstances and Department of State approval



## 212(e) Two-Year Home Residency Requirement

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- J-1 Visa holders may be required to return to their home country for two years after the end of their program
- During the two years they are:
  - Eligible for new J, F or tourist visa.
  - Not eligible for any immigrant visa, H, L, or K visas.
- Determined by the Department of State
- If J-1 is subject, all J-2 dependents will also be subject.



# 12-Month Bar

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- Bars J-1 Visa holders from returning to the U.S. on a different J-1 Visa type.
- J-1 Student Intern programs longer than 6 months will bar a J-1 visa holder from returning as a **Research Scholar/Professor** for 12 Months.
- Participation Bars are separate from 212(e) Two-Year Home Residency Requirement

