Definition of Exchange Visitor (EV) J Student Intern Category

The Student Intern category of the Exchange Visitor Program is available for departments to host an intern that is currently enrolled in and pursuing studies in an undergraduate degree program at a higher education institution outside of the United States. A department may host a student intern for a period of no less than 3 weeks and no more than 12 months.

Requirements of Sponsor (The University of Arizona)

The sponsor is required to ensure that the internship is appropriate for the intern’s field of study and degree level. The internship may consist of no more than 20% clerical work and cannot duplicate a student’s prior experience. A student internship must be full time (at least 32 hours per week) and the student intern’s direct supervisor will be required to make a written evaluation of the internship at the conclusion. If the internship is more than 6 months in duration the supervisor will be required to make a written evaluation at the mid-point of the internship, as well as at the conclusion.

Participant Eligibility Requirements

1. The Student Intern must be currently enrolled and pursuing a degree at an accredited international post-secondary academic institution which is recognized by the Ministry of Education as a degree-granting institution. Note: Students enrolled in an educational institution outside of the United States that offers primarily vocational or technical courses of study are not eligible to participate in the UA J Student Intern Category.
2. The U.S. Internship must fulfill the educational objectives for his or her current degree program at his or her home institution.
3. The Student Intern must have verifiable English skills demonstrated by submitting documents meeting requirements included in the English Proficiency Form included in this packet.
4. The Student Intern must primarily be in the U.S. to participate in a student internship program rather than to engage in employment or provide services to an employer.
5. The Student Intern must be accepted into a student internship program at The University of Arizona (UA).
6. The Student Intern must be in good academic standing at his or her home institution outside the United States.
7. The Student Intern must return to his or her academic program outside the United States and fulfill and obtain a degree from such academic institution after completion of the student internship program.
8. The Student Intern must have sufficient finances to support himself or herself and dependents for the entire stay in the United States, including health insurance, housing and living expenses.
9. Understanding of requirement to purchase University of Arizona Campus Health Insurance Program for total time spent in U.S. under J1 Intern Program

Application Requirements to be submitted to International Student Services (ISS) by Department

1. Completed Training/Internship Placement Plan (T/IPP). It is recommended that a draft of the T/IPP is pre-reviewed by ISS before obtaining signatures. The Training/Internship Placement Plan is downloadable from the Student Intern webpage. Send an email to dso@email.arizona.edu with subject line “student intern” to request instructions for completing the T/IPP.
2. Payment must be submitted by department via UAccess Financials for cost of Application:
   - Initial Student Intern: $400.00
   - Amendments/Extensions: $200.00
   - Each dependent: $50.00
3. Student Internship Information Form
4. Signed Departmental Attestation
5. Official TOEFL Score of 450 (on paper version or equivalent on IBT) or IELTS score of 5.0 or English Proficiency Form
6. Copy of Student Intern’s biographical page of passport
7. Copies of any biographical page from passport of all dependents
8. Original Financial Guarantee that covers $1465 per month of internship (additional for dependents- $8000 per year for spouse, $5000 per year for each child).
9. Official transcripts from the academic institution outside the United States with certified English translation
10. Letter, in English, from the academic advisor of the current degree program at the home institution stating the student is:
   a. In good academic standing at home institution
   b. Will return to fulfill and obtain a degree after completion of the internship program
   c. Acknowledgement from home institution that student will/will not receive any form of payment or financial remuneration from the sponsor
11. Signed Student Intern Attestation
Note 1: All Student Intern application materials must be received by ISS a minimum of three months prior to the internship start date.

Note 2: The UA department is responsible for registering the student intern in UAccess as a Designated Campus Colleague according to Human Resource guidelines and assisting the student intern with obtaining a CatCard.

Additional Information

Hosting student interns for third parties creates additional regulatory obligations for the sponsor, therefore placing undue burden on the host sponsor. Any failure by a third party to comply with the regulations put forth or any additional terms and conditions governing the Exchange Visitor Program administration that the Department of State may periodically impose will be imputed by the sponsor. Maintaining the Intern category available solely to departments within The University of Arizona will ensure that all regulations, conditions and terms are adhered to in the proper manner. The UA faculty member that hosts the student intern is required to provide continuous on-site supervision and mentoring of interns by experienced and knowledgeable UA staff (identified on the Training/Internship Placement Plan). It is not permitted for the UA faculty supervisor to engage a third party (ex., local business, governmental entity or other organization) to assist in the training of its student intern. A change of category or transfer within the Exchange Visitor Program will not be permitted.

Student interns that want to supplement their internship by taking a class concurrently must first have their University of Arizona supervisor’s written approval with a statement that the course will not interfere with the primary purpose as a Student Intern. There will be a maximum allowed of 3 units or 1 course allowed, whichever is less. Student Interns who wish to take coursework at The University of Arizona will be subject to all appropriate admissions criteria.

Students enrolled in graduate level programs at higher education institutions outside of the United States who are interested in an internship at The University of Arizona shall apply in the scholar category through International Faculty and Scholars. More information on this category of the Exchange Visitor Program is available at http://global.arizona.edu/international-faculty.

A Third Party Sponsor who is interested in hosting a foreign national for an internship the following resources for assistance:

The U.S. Department of State webpage of current sponsors:
http://j1visa.state.gov/participants/how-to-apply/sponsor-search/

Cultural Vistas, Inc.:
http://culturalvistas.org/partners/placement-usa/

American Immigration Lawyers Association (AILA):
http://www.aila.org/
For UA Department: J1 Student Intern Application Checklist

Step 1
☐ Department submits a “draft” of the Training/Internship Placement Plan to ISS for initial review (the T/IPP is available on the ISS Student Intern webpage). Send an email to dso@email.arizona.edu with subject line “student intern” to obtain instructions for completing the T/IPP. ISS will notify the department whether to move forward to Step 2.

Step 2
Department should obtain the following from the student:
☐ English Proficiency Form documentation
☐ Copy of student’s biographical page of passport
☐ Copies of any biographical page from passport of all dependents
☐ Original Financial Guarantee
☐ Official transcripts from home institution with official English translation
☐ Certification of Academic Status from home university
☐ Signed Student Intern Attestation
☐ Completed T/IPP signed by faculty supervisor and student
☐ Student Internship Information Form
☐ Signed Departmental Attestation

ISS will review these items, make an eligibility determination and notify the department about whether the application has been approved or denied. If approved, the department will proceed to Step 3.

Step 3
☐ Verification of University of Arizona Campus Health Insurance Coverage issued from the anticipated date of entry to the United States and valid through the anticipated date of departure. Additional information available at:
http://www.health.arizona.edu/pdf/insurance/j1_student_interns_enrollment_info.pdf

Step 4
The Academic Department is responsible to:
☐ Submit payment via UAccess Financials/transaction type/“Internal Billing” for cost of application – there will be an edoc number associated to the payment. The ISS approval email, will include action items, such as:
1. Do a “save as” as and pick format “text only”
2. Complete the internal billing (the account number, object code and misc. service code will be included in the approval email).
3. In the notes and attachments tab (towards the bottom of the edoc) attach a copy of the ISS approval letter
   a. In the “**Note Text**” field, type in “ISS Approval Letter”
   b. To the right, click “browse”
   c. Select the text only ISS approval email file
   d. Click “open”
   e. On the notes and attachments tab click the “add” button under “Actions”

Please be aware that federal and subfederal grants and contracts are not allowed to pay for internal processing fees assessed by the University of Arizona’s office of International Student Services for immigration services. Service fees assessed by International Student Services or external attorneys may be paid from a non-federal source of fund (i.e. departmental, state, or local accounts).

☐ Pick-up the DS2019 and Training/Internship Placement Plan from International Student Services and send the documents to the student intern.
Student Intern Information Form

Student Name:

(Family Name) (First Name) (Middle Name)

Physical Address

Phone Number Email

Date of Birth City of Birth Male Female (mm/dd/yyyy)

Country of Birth

Country of Citizenship

Country of Permanent Residence

Term last enrolled at The University of Arizona, if applicable

Home University

Is this an International Partner Institution (signed International Memorandum of Agreement)?
List of UA partner institutions, see http://global.arizona.edu/institutional-partner-database-search

____ Yes
____ No

If No, Accrediting Body of Home Institution

*Submit proof of accreditation

Field of Study Advisor’s Name

Degree Level Currently Pursuing

Name of Department that will host Internship

Student Dependent Information (Please include copies of dependents’ passport pages)

<table>
<thead>
<tr>
<th>Name (Family, First, Middle)</th>
<th>Relationship to Student Intern (spouse, son, daughter)</th>
<th>Date of Birth (mm/dd/yyyy)</th>
<th>City AND Country of Birth</th>
<th>Country of Legal Permanent Residence</th>
<th>Country of Citizenship</th>
</tr>
</thead>
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</table>

*Attach additional sheet if necessary for dependents.
ENGLISH PROFICIENCY FORM FOR PROSPECTIVE J-1 Student Intern
at The University of Arizona (UA)

Department of State (DOS) has implemented regulations 22 CFR 62.10(a)(2), which require an objective measurement of English language proficiency to be retained by the Program Sponsor (UA). The evidence must be made available to the Department of State (DOS) upon request.

The level of English proficiency required by students interns is equivalent to the Independent level (B1 or higher) of proficiency according to the Common European Framework of Reference (CEFR). Each of the measurements below result in outcomes that are comparable on the CEFR equivalence table. Regarding the B1 independence level, it is selected for the student intern category because the Department of State form DS-7002 certifies that the student intern is provided continuous on-site supervision and mentoring by experienced and knowledgeable staff. Additional information regarding the CEFR is provided at the webpage for: Council of Europe.

Use this form to indicate which of the following options is submitted to document English Language Proficiency for:

Name of Student Intern ________________________________

☐ RECOGNIZED ENGLISH LANGUAGE TEST

A score sheet from one of the following four tests indicating that the prospective exchange visitor has taken the test within the past two years and obtained at least the minimum score indicated.

<table>
<thead>
<tr>
<th>English Language Test</th>
<th>Minimum Score</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test of English as a Foreign Language (TOEFL) Internet-Based Test (IBT)</td>
<td>54</td>
<td><a href="https://www.ets.org/toefl/ibt/about">https://www.ets.org/toefl/ibt/about</a></td>
</tr>
<tr>
<td>International English Language Testing System (IELTS)</td>
<td>5</td>
<td><a href="http://www.ielts.org/">http://www.ielts.org/</a></td>
</tr>
<tr>
<td>Cambridge English: Intermediate (PET) First - Upper Intermediate (FCE), Advanced (CAE), or Proficiency (CPE)</td>
<td>Pass</td>
<td><a href="http://www.cambridgeenglish.org/exams/">http://www.cambridgeenglish.org/exams/</a></td>
</tr>
<tr>
<td>Test of English for International Communication (TOEIC)</td>
<td>550</td>
<td><a href="https://www.ets.org/toeic">https://www.ets.org/toeic</a></td>
</tr>
</tbody>
</table>
□ SIGNED DOCUMENTATION FROM AN ENGLISH LANGUAGE SCHOOL OR ACADEMIC INSTITUTION

A signed letter from an internationally recognized English language or Academic Institution indicating that prospective exchange visitor’s English language proficiency has been assessed within the past two years. The assessment must be equivalent to the level of B1 or higher on the Common European Framework of Reference for Language (CEFR). Further, the letter must indicate: (1) any and all accreditations possessed by the school; (2) the method of English language proficiency assessment; (3) the date of assessment; and (4) the dates the prospective exchange visitor attended courses at the school.

□ DOCUMENTED INTERVIEW CONDUCTED BY A UNIVERSITY OF ARIZONA (UA) CENTER FOR ENGLISH AS A SECOND LANGUAGE (CESL) ASSESSMENT SPECIALIST

A score sheet completed by a UA CESL assessment specialist, dated within the past two years, indicating that the prospective exchange visitor possesses English language proficiency at the equivalent of level B1 or higher on the CEFR. For more information regarding UA CESL’s Skype assessment, please visit https://ceslapp.arizona.edu/admissions/vscholars/ or email Eddy White at ewhite3@email.arizona.edu.

ISS has adopted CESL’s Skype assessment as our only accepted form of documented interview because it meets each of the DOS requirements regarding measurement of English language proficiency. Namely, it is standardized, which negates any appearance of impropriety in the event of a DOS audit of our institutional policy, and it is documented via score sheet based on the CEFR – a recognized set of guidelines measuring language proficiency.

□ DEGREE FROM ACADEMIC INSTITUTION UTILIZING ENGLISH LANGUAGE INSTRUCTION

A diploma (bachelor’s degree or higher) issued by an academic institution that utilizes English language instruction. In addition to submitting the diploma, verification that the institution utilizes English language instruction must also be submitted. Verification of English language instruction could take on many forms, including but not limited to a printout of the institution’s website or signed documentation from an official at the institution, but personal attestations from prospective exchange visitors and parties not affiliated with the institution will not be accepted as verification.

□ NATIVE ENGLISH SPEAKER

Country of Citizenship verified by the passport may be used in lieu of English score, if the Exchange Visitor’s native language is English (English-speaking Canada, the United Kingdom, Australia, New Zealand or other official English speaking countries).

*International Students Services will require such proof prior to issuance of DS2019.
Departmental Attestation- Student Intern Program

I agree to sponsor __________________________ as a Student Intern and I certify that:

(Student Name)

- The information provided in this application is accurate.
- I understand that International Student Services (ISS) expects student intern application materials to be submitted 3 months prior to the requested start date of the internship to accommodate: initial eligibility determination, document issuance, submission of receipts verifying payment of Campus Health Insurance and the ISS processing fee, as well as U.S. consulate visa processing.
- This student internship program will fulfill the educational objectives for the Student Intern's current degree program at his or her home institution.
- The Department will obtain a UAccess ID number for the student intern by following the Human Resources guidelines for Designated Campus Colleagues: http://www.hr.arizona.edu/dcc
- Confirm that any financial award offered to the J Student Intern will not be retracted upon arrival of the Student Intern. Any changes in funding must be approved by the department head, as well as by ISS.
- The department will not place a student intern in a position that could bring the Exchange Visitor Program (EVP) or the Department of State (DOS) into notoriety or disrepute. The UA Faculty Supervisor will notify ISS of any information regarding the Student intern that might be a cause of embarrassment or disgrace to the DOS or EVP, to include, but not limited to, arrest, or engagement in illegal or immoral activities.
- I will notify International Student Services (the Sponsor) in the event of an emergency involving a Intern, as well as any information that I receive about the Intern that might represent a possible threat to their safety, security, welfare, or general well-being.
- The intern has been verbally interviewed by a full time member of the departmental staff/faculty to ensure they are an appropriate fit for the internship.
- This is a full-time internship (32 hours or more per week).
- I attest that continuous on-site supervision and mentoring of interns will be provided by experienced and knowledgeable staff, and that the student intern will acquire skills, knowledge, competencies through the structured and guided activities listed in the T/IPP (which include activities such as classroom training, seminars, rotation through several different departments, attendance at conference and similar learning activities).
- Department will provide the Student Intern with opportunities to participate in American cultural activities.
- Student Intern will be required to purchase UA health insurance prior to issuance of the DS2019 (Certificate of Eligibility for Exchange Visitor Status) for the duration of their time in the U.S. as a J-1 Student Intern (health insurance must be valid from the date of entry into the U.S. to the date of departure from the U.S.).
- The student internship will expose the student intern to American techniques, methodologies, and technology and expands upon the participants’ existing skills and does not duplicate their existing skills.
- Interns will obtain skills, knowledge, and competencies through structured and guided activities.
- The department must ensure that it has sufficient resources, plant, equipment and trained personnel available to provide the specified internship program.
- I understand that any on-the-job training or internship that the Intern participates in meets all of the requirements of the Fair Labor Standards Act, as amended (29 U.S.C. § 201 et seq.). Internships in the field of Agriculture meet all of the requirements of the Fair Labor Standards Act, as amended (29 U.S.C. § 201 et seq.) and the Migrant and Seasonal Worker Protection Act, as amended (29 U.S.C. § 1801 et seq.).
- This internship program is not designed to recruit and train aliens for employment in the U.S.
- Interns will not displace full- or part-time, seasonal, temporary or permanent American workers or serve to fill a labor need, and the positions that interns fill exist solely to assist them in achieving the objectives listed in the T/IPP, and not as sources of labor.
- The student intern is primarily in the U.S. to engage in the student internship program rather than to engage in employment or provide services to the department.
- The department will not place the student intern in an unskilled or casual labor position, in a position that requires or involves child care or elder care, a position in the field of aviation, or in clinical positions or engaging in any other kinds of work that involves patient care or contact, including any work that would require student interns to provide therapy, medication or other clinical care. The student intern will not participate in any “CLINICAL” activity and the internship will not even remotely allow for the possibility to easily do any clinical activities.
- The intern position does not include more than 20% clerical work, and that all tasks assigned to the student intern are necessary for completion of the student intern program.
The department will not engage or otherwise cooperate or contract with a staffing/employment agency to recruit, screen, orient, place, evaluate, or train student interns, or in any other way involve agencies in an Exchange Visitor Program student internship program.

The department will complete and file with ISS the required evaluations in a timely manner and understands that failure to submit these evaluations will result in the termination of the J1 student intern’s status. Such evaluations include a concluding evaluation, and programs lasting more than 6 months must do a midpoint evaluation, as well as a concluding evaluation.

The department will ensure that the intern checks in with ISS upon arrival and brings their immigration documents with them. The Student Intern must also check-out with ISS at the completion of their internship program. The student intern’s SEVIS record may be invalidated or terminated if he/she fails to check-in with ISS and provide a U.S. address within the next business day after arrival to the UA campus or within 10 days of the program start date (whichever occurs sooner).

The department will inform ISS if the intern is arriving later than the program start date listed so the date can be amended.

I will notify the sponsor, International Student Services at the earliest possible opportunity if the Intern is not receiving the type of training delineated on their T/IPP, as well as any deviations from the Form DS-7002, Training/Internship Placement Plan (T/IPP), to include, but not limited to, changes of Supervisor, or changes in rotational assignments.

The department will report to ISS the termination and/or departure of the student intern from The University of Arizona.

I will adhere to all applicable regulatory provisions that govern this program (22 CFR Part 62) http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfrbrowse/Title22/22cfr62_main_02.tpl

Intern Supervisor’s signature: ______________________________________ Date:_________________

Intern Supervisor’s name (printed):________________________________________________________

Title: _____________________________ Department: _______________________________________

Telephone: _______________________________ Email: _____________________________________

Signature from the Department Chair/Director/Dean

I agree with and support this proposed internship program.

Department Chair/Director/Dean’s signature: ________________________________________________

Date____________________

Name of Department Chair/Director/Dean: __________________________________________________

Email:_____________________________________ Phone:____________________________________
Student Attestation- Student Intern Program

I am applying for a J-1 program at The University of Arizona. I attest to the following:

- I will return to the academic program at my institution in my home country to fulfill and obtain a degree after completion of this J1 internship program at The University of Arizona.

- I will check-in with International Student Services (ISS) the next business day after my arrival in the United States, prior to starting my internship. During my check-in at ISS, I will read the Assumption of Risk and Release form, then sign, date and submit it to ISS. I also understand that I must check-out with ISS at the completion of my internship program.

- I acknowledge that I have reviewed, understand, and will follow Form DS-7002: Training/Internship Placement Plan (T/IPP).

- I am entering the Exchange Visitor Program in order to participate as an Intern as delineated in the T/IPP, and not to simply engage in labor or work in the United States.

- I will contact International Student Services if concerns arise that the internship is not being provided as described in section 4 of the Training/Internship Placement Plan.

- I will be evaluated by my University of Arizona internship supervisor at the end of the internship program. If the internship is longer than six months, I will also be evaluated at the midpoint.

- I understand that I will not be able to transfer to an internship in another institution or change my category under the Exchange Visitor Program.

- I understand that the internship program cannot last longer than 12 months in duration.

- I will have sufficient finances to cover the living expenses of myself and my dependents for the duration of the internship program.

- I understand that I must purchase health insurance for myself and all dependents prior to issuance of the DS2019 (Certificate of Eligibility for Exchange Visitor Status) for the entire duration of my J1 program in accordance with U.S. Department of State. To fulfill this requirement, I understand that Program Sponsor (University of Arizona) required to purchase UA health insurance for the duration my stay in the U.S. (from the date of entry into the U.S. to the date of departure from the U.S.) under the J1 Student Intern program.

Name of Student______________________________________________________________________

Signature of Student_______________________________________________Date________________

Email of Student______________________________________________________________________
Certification of Academic Status

To be completed by student's academic advisor at their home university and printed on letterhead.

Name of Student Intern: ________________________________________________________________

Name of Institution: ____________________________________________________________________

Address of Institution: ________________________________________________ __________________

Institution’s website address: ____________________________________________________________

Type of institution: _____________________________ Accrediting Body: _________________________

Is the Student Intern named above currently enrolled at your institution? Yes____ No_______

If the student is currently enrolled please include the following:

Dates of enrollment at home institution: ___________ to present
Field of study: _________________________________________________

What degree or certificate is the Student Intern working on? (Please use actual name, do not translate to English)
_______________________________________________

Is the student currently in good academic standing? ___________

When is the Student Intern expected to complete their degree program? ____________

Will this internship in the U.S. be used to fulfill the educational objectives of the Student Intern’s current degree program? Yes____ No_______

If The University of Arizona offers employment, wages or remuneration to the student intern, does the home institution approve the student intern to receive such compensation?______________________

Other comments about the student or internship:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Signature: _______________________________________________ Date: _______________________

Printed Name: ________________________________________________________________________

Title: _______________________________________________________________________________

Email Address: _______________________________________________________________________

GLOBAL INITIATIVES
International Student Services
J-1 Student Intern Financial Guarantee

Student Name:

(Family Name)                                       (First Name)                                (Middle Name)

Date of Birth_____________________

Students must demonstrate availability of the following funding amount for $1465 per month of internship (additional for dependents - $8,000 per year for spouse, $5,000 per year for each child):  

Proof investment accounts, stocks or securities holdings, insurance, property or employment income are not acceptable financial support.

STUDENT INTERN STATEMENT- I certify that the total amount required is available to me from one OR a combination of the following:

A. PERSONAL FUNDS (including scholarships and grants): Please attach an official and original bank statement printed out by the bank and/or an original signed and stamped letter from a bank representative stating the amount in the account.

I certify that through my account with a banking institution, I have available the minimum financial guarantee, as specified above, required for university attendance.

_______________________________________________________________
Signature of Student

_______________________
Date

Amount of Funds Coming from This Source: $_______________________________________

B. THIRD PARTY FUNDING (from family & friends): Please attach an official and original bank statement, in your sponsor’s name, printed out by the bank and/or an original signed and stamped letter from a bank representative stating the amount in the account. ALSO, the student must show a connection between the sponsor and the student; please have your sponsor sign below the following statement OR attach a signed letter containing the below statement and contact information.

“I am willing and able to guarantee the financial support of the student for the required amount (as listed above) per year including the appropriate higher amount depending on situation or the duration of his/her university studies. I am NOT a nonimmigrant student and I do not hold any other temporary visa status in the United States.”

Signature________________________________________________________

Sponsor’s relationship to the student (example: parent, friend…)

Sponsor’s Name_____________________________________

Sponsor’s Telephone Number__________________________ Sponsor’s Email Address__________________________

Amount of Funds Coming from This Source: $_______________________________________