

J-1 Step by Step Instructions for Student Interns

For new J-1 Student Intern Scholars

Submit to OISS (at least six weeks prior to the program start date)

1. The signed J-1 Authorization Page (including proof of English proficiency);
2. Completed J-1 Scholar Dept. Request Form;
3. **Completed DS-7002 Form – Training/Internship Placement Plan (T/IPP)** ;
4. Copy of unexpired passport identification page of the student intern and any accompanying family dependent(s);
5. If the student intern has been in the U.S. in any J status (J-1/J-2) during the past two years, submit copies of all DS-2019s used by the student intern and dependent(s)
6. If the student intern is currently in the U.S. in a non-immigrant status, copies of their latest visa, I-94 (front and back), immigration documents of the student intern and family dependent(s) (all DS-2019s, I-20s, F-1 OPT EAD card, Approval Notices, J-2 EAD card, etc.)
7. Copy of proof of funding (converted to \$U.S.) for each source of funding listed in the funding page, except if it is from a UNLV source;
8. Copy of the invitation letter on the letterhead to the a student intern specifying program objectives and duration of appointment;
9. Copy of letter confirming the student's academic status at their home institution and that this internship will fulfill educational objectives for their degree.
10. Student Intern's **resume**.

Extension Requests (for Interns currently on a J-1 at UNLV).

1. Items 1-7 of the Checklist above (required for all requests);
2. Copy of updated invitation letter showing the extension period;
3. Have the J-1 intern read, sign and date the "J-1 Health Insurance Agreement"

Transfer Request (If the intern is in J-1 status at another U.S. institution and is transferring to UNLV)

1. Items 1-9 of the Checklist above (required for all requests);
2. The intern must make an appointment to speak with and OISS Scholar Advisor immediately to discuss the transfer process.

Change of Status Request (If the intern is in the U.S but not in J-1 status)

1. Items 1-9 of the Checklist above (required for all requests);
2. As soon as the department is aware the intern is currently in the U.S. in another non-immigrant status (J-2, F-1/F-2, H-1B/H-4, TN/TD, etc.), tell the intern to make an appointment to speak with an OISS Scholar Adviser immediately. *Change of status requests typically require a lengthy adjudication process.*

Accompanying Family Members

1. If the intern will be accompanied by family members, the intern should complete the **Request for J-2 Accompanying Family Member(s) form** and submit that to OISS with their paperwork.

IMPORTANT NOTE: Incomplete/inaccurate J-1 requests will not be processed. The complete documentation, information, and signatures requested are necessary to determine eligibility for J-1 sponsorship. Incomplete/inaccurate information of the request will delay processing. If you have questions regarding the J-1 request process, please contact OISS.

J-1 Exchange Visitor Student Intern Overview

The J-1 Exchange Visitor program was developed by the U.S. State Department "to increase mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchanges." UNLV is authorized by the U.S. Dept. of State to host Student Interns.

- **Student Intern:** For international students pursuing a degree outside of the U.S. who wish to participate in a formal internship in the U.S to 'fulfill the educational objectives of his or her current degree program at his or her home institution.' Duration of participation is 3 weeks to 1 year.

Focus and nature of activity:

- The internship does not have to be in the student's field of study, but it does have to 'fulfill the educational objectives for his or her current degree program at his or her home institution.'
- All tasks assigned must be 'necessary for the completion of the student internship program.'
- A student may participate in an internship with or without wages or other compensation, and full-time employment is permitted, as outlined on the student's DS-7002. To be employed, however, the student needs the 'approval of the exchange program's responsible officer and the student's home institution's dean or academic advisor.'
- The internship tasks may consist of no more than 20 percent clerical work.
- The internship must expose the participant to 'American techniques, methodologies, and technology,' expand upon the participant's existing knowledge and skills, and 'not duplicate the student intern's prior experience.'
- Internships cannot place a student intern in any position that involves the following:
 - Unskilled or casual labor
 - Child care or elder care
 - Aviation
 - 'Clinical positions or engaging in any other kind of work that involves patient care or contact, including any work that would require student interns to provide 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).'
 - Any 'position, occupation, or business that could bring the Exchange Visitor Program or the Department into notoriety or disrepute.'

J-1 Program Requirements for Departments

- U.S. immigration regulations require that the sponsoring department verify the student's English language ability. The faculty advisor or Department Chair will be required to formally attest that the intern has the English language skills to complete their research and function at a basic level while in the U.S.
- The department should evaluate the intern's academic and educational credentials, and proposed activities at UNLV to ensure the prospective intern has the appropriate skills and background to successfully participate in the exchange visitor's internship program at UNLV.
- A sponsoring department is responsible for providing appropriate administrative support (such as obtaining Rebel Card, library access, access to the internet, and other necessary campus services) so that the intern has adequate campus resources to conduct the exchange activities. The department will be responsible for any UNLV fees (such as rebel card issuance) if required.
- All J-1 visa holders are required by law to have health insurance, and to provide proof of that health insurance upon arrival.
- J-1 is NOT appropriate for a tenure track or regular (permanent) position. The purpose of the program is to promote/facilitate educational and cultural exchanges between the U.S. and other countries. Therefore, it cannot be used primarily to facilitate employment of an individual. The exchange visitor is expected to return to his/her home country to share the exchange experience in the U.S. upon program completion.
- The department will develop procedures for evaluating all student interns as well as maintaining a timesheet of activity. All programs must do a concluding evaluation, and for programs lasting more than six months, do a mid-point and concluding evaluation. The sponsor must retain these evaluations for at least three years following the completion of the student's internship program. The sponsor will submit the timesheets of activity to OISS.
- It is extremely difficult to change a J-1 category (such as from J-1 Research Scholar to J-1 Student) in the U.S. as it is considered change of program objective
- **Requests for J-1 should be submitted at least six weeks (14 weeks if the documents will be sent via regular mail) PRIOR to the start of the Exchange visitor's program to enable sufficient time for OISS processing and for the visitor to obtain the necessary visa. OISS will not process incomplete requests**

J-1 Authorization Form

Please first obtain the approval signatures from the appropriate College Dean/Vice President and Dept. Chair/Director on this page. Then submit this signed J-1 Authorization Form, completed J-1 Student Intern Scholar Dept. Request Form and other supporting documents to OISS for processing. No pdf e-mail attachments are accepted as OISS must have the documents with original signatures.

In compliance with federal regulations governing the J-1 Exchange Visitor Program, we (the undersigned) certify that the UNLV hosting College and Department will fully comply with the following guidelines and governmental regulations:

Purpose of the program: the intern's program at UNLV fits the purpose of the J-1 Exchange Visitor Program;

Work-Based learning: Our department will ensure that the intern's work is 'work-based learning,' rather than 'ordinary employment or unskilled labor.' The department will ensure the intern is exposed to American techniques, methodologies, and technology to expand upon the intern's existing knowledge and skill;

Full-time participation: The intern is to participate in a full-time exchange program (minimum 32 hours per week), which may include any activities that is permitted in the requested category, and these activities may be paid by UNLV or non-paid.

Temporary position: The position is NOT a tenure track or regular (permanent) position and this request is not being used to facilitate an individual's employment in the U.S.;

English Language Proficiency: We have determined that the intern possesses sufficient proficiency in English language to participate in his/her exchange visitor program and to meet basic needs. This has been done by one or more of the following methods (check all that apply)

☐ Standardized English Proficiency test such as TOEFL or IELTS

☐ Documented personal interview with scholar (date _____)

☐ Scholar attended a program or school where English was the language of instruction.

Program Qualifications: We have verified the intern's program of research/activity is consistent with his/her professional background and experience; and is consistent with the program objective listed on his/her DS-2019;

Timesheet and Internship Evaluation: Our department will provide completed timesheets to OISS at the end of the internship to verify the number of hours worked as well as develop procedures for evaluating the intern.

Our department will conduct a Concluding Evaluation for the internship experience and forward the evaluation to OISS within one week (7 business days) of the completion of the internship;

Funding: We have verified that the intern possesses sufficient financial support listed on the attached application for himself/herself and accompanying family (if applicable) for the duration of his/her program at UNLV. *Scholars must have at least \$1,400 per month, plus \$783 per month for spouse, and \$350 per month per child;*

Health insurance requirement: U.S. immigration law requires all J visa holders to have health insurance during their time in the U.S.. We will ensure that the student intern is either provided with UNLV insurance as soon as possible after their arrival in the U.S., and that they are informed that they will need to have a short term policy if there will be any coverage gap; **OR** that they are informed that they will need to purchase suitable health insurance if it is not being provided by UNLV. The student intern (and their family if applicable) must maintain sufficient health insurance as defined by the University and federal guidelines for the entire duration of the intern's program. As of May 15, 2015 those requirements are: *Medical benefits of at least \$100,000 per accident or illness; repatriation of remains in the amount of \$25,000; medical evacuation in the amount of \$50,000; and deductibles not to exceed \$500 per accident or illness*

Administrative assistance and access to campus services: We will provide work/office space and assist the intern (including paying any necessary fees) with obtaining a Rebel Card, access to library, and any other necessary campus resources to ensure the student intern has adequate campus resources to carry out the exchange activities.

Notification of change of student intern's arrival date at UNLV: We will immediately notify OISS of any change in the intern's arrival date if he/she is unable to start on the program start date printed on DS-2019.

New J-1 student intern scholars can only arrive in the U.S. within 30 days of the program start date printed on their DS-2019, *if they do NOT arrive in the U.S. by the start date printed on their DS-2019, they may be denied entry to the U.S.*;

Address change of the scholar: We will inform the J-1 scholar to report his/her address change to OISS immediately. J-1 scholars are required to report address changes to OISS within 10 days of any move in the U.S.;

Facilitation of educational and cultural exchange: We will inform the intern of any appropriate opportunities to facilitate educational and cultural exchange, such as OISS programs, department activity, workshops, seminars, and campus events and activities;

Progress and welfare of the student intern: We will monitor the progress and welfare of the intern, including ensuring that he/she obtains sufficient advice and assistance to facilitate the successful completion of his/her exchange visitor program;

Program change(s): We will notify OISS immediately of any changes in the terms and conditions of the student intern's exchange program, including but not limited to program goals and activities, funding, program end date, location of exchange activity, outside UNLV lecturing or consultation, etc.

Occasional lectures/consultations outside UNLV: We will consult with OISS and obtain advance written approval from OISS before the intern takes part in occasional lectures or short-term consultations for payment outside of UNLV;

Termination of program: We understand that failure to follow these procedures could result in the termination of the J-1 student intern's program at UNLV.

The signers below agree to and will follow the terms above when our College/Department hosts the J-1 scholar.

Dean's Name:	Signature:	Date:
Dept. Chair Name:	Signature:	Date

J-1 Student Intern Scholar Department Request Form

This form must be completed by the UNLV Department/College

Part 1. Request Type

- ☐ New J-1 Student Intern outside the U.S.
- ☐ J-1 Program Extension at UNLV
- ☐ J-1 Program Transfer-in to UNLV
- ☐ Change of Status to J-1 in the U.S.

Part 2. J-1 Student Intern Information (This section to be completed in collaboration with the scholar)

Please make sure the information below matches the passport

Family/Last Name:	First/Given Name:	Middle Name:
Gender:	Date of Birth: (month/day/year)	City/Place of Birth:
Country of Birth:	Country of Citizenship:	Country of Legal Permanent Residence:
E-mail:	Home Phone # in U.S.: (if applicable)	Cell Phone # in U.S.: (if applicable)
Position in Home Country:	Employed at:	Subject/Field Description:
If student, please check one: <input type="checkbox"/> Graduate <input type="checkbox"/> Undergraduate		
Topic/Program Objective at UNLV in non-technical language:		
Address in home country: Street number & name: _____, Apt.#: _____, City: _____ Province/Territory: _____ Country: _____ Postal code: _____.		
For J-1 extension, J-1 transfer-in, or change of status. to J-1 only: Current Address in the U.S.: Street number & name: _____ Apt.#: _____, City: _____, State: _____, Zip code: _____.		
The program start and end dates must match the dates on the dept. invitation letter sent to the scholar. <small>Cannot exceed 12 months</small>	Program start date: (month/day/year)	Program end date: (month/day/year)
Intern's title at UNLV:	Paid by UNLV: <input type="checkbox"/> Yes <input type="checkbox"/> No	Eligible for UNLV health insurance?: <input type="checkbox"/> Yes <input type="checkbox"/> No
If eligible for UNLV health insurance, date insurance coverage will start _____	Intern's program at UNLV is in the area of :	
<p>Note: If the intern is outside the U.S. and begins an initial J-1 program, he/she can arrive in the U.S. within 30 days before the program start date on his/her DS-2019. <u>The intern must report to OISS no later than 30 days after the program start date.</u> For J-1 transfer-in and extension, there cannot be a gap between the previous end date and start date listed on this request form. Contact an OISS scholar adviser at 702-895-0531 if you have questions. The intern can only be paid beginning on the program start date and ends on the program end date printed on the intern's DS-2019. <i>Please consider the affect a start date will have on the start of an employee's health insurance coverage.</i></p>		

Has the intern been in the U.S. during the past two years? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, complete the following)		
From (month/day/year):	To (month/day/year):	Immigration Status:
From : (month/day/year)	To (month/day/year):	Immigration Status:
From (month/day/year):	To (month/day/year):	Immigration Status:
Is the intern in the U.S. now?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, complete the following:.
If the intern is in the U.S. now , current immigration status in the U.S.:J-1, J-2, F-1, F-2, H-1B, H-4, TN, TD, or other, please enter here: _____ If you are not sure, check with the intern or OISS.		
If the intern is in the U.S. now , will the intern travel outside the U.S. before starting at UNLV? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, complete: What are the travel dates? From (month/day/year):_____ to (month/day/year)_____:		

Part 3. Hosting Department Information

UNLV host Department or Office:	
UNLV host School and College or Center/Unit	
Administrative contact person for this J-1 request (required):	Mail code:
Administrative contact person's e-mail:	Dept. Contact's phone #:
Host faculty's name:	Host faculty's job title:
Host faculty's e-mail:	Host faculty's phone #:

Part 4. Funding for the Total Length of the Appointment

- Minimum monthly funding requirements: \$1,400 for the intern, + \$783 for spouse, + \$350 per child;
- List all sources of funding;
- List exact source of funding; consider who issues the check when determining the source of funding;
- List the total amount of the funding for the total length of this DS-2019 (monthly income X (times) the number of months of appointment);
- For foreign currency, convert funds to U.S. (\$) dollars and include a copy of the currency conversion rate source document.

During the period covered by this program (from program start date to program end date), the total estimated financial support (in U.S.\$) is to be provided to the J-1 exchange visitor by:

Source of Funding	Funding for total length of the program
<input type="checkbox"/> UNLV issued check <input type="checkbox"/> UNLV salary Grant to UNLV (including U.S. government grants) Specify the grant source: _____ <i>If U.S. grant to UNLV, is the grant specifically for the purpose of promoting educational and cultural exchange between the U.S. and other countries?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> UNLV honorarium, per diem, endowment funds. etc.	U.S. \$: _____ U.S. \$: _____ U.S. \$: _____
<input type="checkbox"/> U.S. government agency(ies): Specify the government agency: _____, *Attach a copy of the funding statement/verification.*	U.S. \$: _____
<input type="checkbox"/> International organization that pays the scholar directly, no acronyms Name of the organization: _____, *Attach a copy of the funding statement/verification in English.*	U.S. \$: _____
<input type="checkbox"/> The exchange visitor's government pays the scholar directly, no acronyms Full name of the government agency, ministry, or department (not regional government, not home university employer): _____ *Attach a copy of the funding statement/verification in English.*	U.S. \$: _____
<input type="checkbox"/> The Binational Commission of the Exchange Visitor's Country, no acronyms Specify the commission: _____ *Attach a copy of the funding statement/verification in English.*	U.S. \$: _____
<input type="checkbox"/> All other organizations providing funding (e.g. the scholar's home country employer, institute, university, private foundation, etc.), no acronyms Specify the full name of the organization: _____ *Attach a copy of the funding statement/verification in English.*	U.S. \$: _____
<input type="checkbox"/> Personal funds, attach a recent bank statement in English converted to U.S. \$	U.S. \$: _____

Will this J-1 be accompanied by their family member(s)? ☐ Yes* ☐ No

*Family member is defined as legally married spouse or unmarried child under the age of 21.

(If yes, please have the student complete the accompanying family information below)

Request for J-2 Accompanying Family Member(s) (if applicable - To be completed by the scholar)

The spouse and unmarried minor children under the age of 21 of a J-1 are entitled to accompany or join the principal J-1 visa holder in the U.S.. They are entitled to do so in J-2 status, subject to the same period of admission and limitations as the J-1. A J-2 may work in the U.S. upon receipt of an approved Employment Authorization Document (EAD) from USCIS, and can study either part-time or full-time in the U.S.

For accompanying J-2 dependent(s), please submit the following (all that are applicable to your family) to OISS. Do not list U.S. citizen dependent(s). Continue on a separate page if necessary.

1. If your dependent is applying for change of status to **J-2 in the U.S.**, complete Form I-539 and pay \$290 filing fee to "U.S. Department of Homeland Security" by a personal check or money order;
2. Copy of marriage certificate/license; if not in English, attach a copy of English translation;
3. Copy of birth certificate for unmarried child(ren) under the age of 21; if not in English, attach a copy of English translation;
4. Copy of unexpired passport identification page for each dependent
5. Copy of funding verification if applicable (\$783 per month for spouse, and \$350 per month per child);
6. **Copy of most recent I-94 card (front and back) if applicable;**
7. Copy of visa (such as F-2, J-2 or H-4) if applicable;
8. Copies of all immigration documents, whichever is applicable, for example, J-2 EAD card, all DS-2019s, all I-20s, all H-4/TD approval notice(s).

Enter below J-2 dependent(s) information (whichever is applicable):

- **Family member's full name is required as it appears on his/her passport.**

- Will they travel separately? ☐ Yes ☐ No If yes, complete the next line.

Dates of travel (month/day/year): From: _____ To: _____

1.Family/Last Name:	First/Given Name:	Relationship:	Gender : <input type="checkbox"/> Male <input type="checkbox"/> Female
City of Birth:	Country of Birth:	Date of Birth (month/day/year):	
Country where Passport Issued:	Passport Expiration Date (month/day/year):	Country of Citizenship:	Country of Legal Permanent Residence:
Date of Arrival in the U.S. (month/day/year):	I-94 #:	Current Nonimmigrant Status:	Expires on (month/day/year):
2.Family/Last Name:	First/Given Name:	Relationship:	Gender : <input type="checkbox"/> Male <input type="checkbox"/> Female
City of Birth:	Country of Birth:	Date of Birth (month/day/year):	
Country where Passport Issued:	Passport Expiration Date (month/day/year):	Country of Citizenship:	Country of Legal Permanent Residence:
Date of Arrival in the U.S. (month/day/year):	I-94 #:	Current Nonimmigrant Status:	Expires on (month/day/year):

3. Family/Last Name:	First/Given Name:	Relationship:	Gender : <input type="checkbox"/> Male <input type="checkbox"/> Female
City of Birth:	Country of Birth:	Date of Birth (month/day/year):	
Country where Passport Issued:	Passport Expiration Date (month/day/year):	Country of Citizenship:	Country of Legal Permanent Residence:
Date of Arrival in the U.S. (month/day/year):	I-94 #:	Current Nonimmigrant Status:	Expires on (month/day/year):
4. Family/Last Name:	First/Given Name:	Relationship:	Gender : <input type="checkbox"/> Male <input type="checkbox"/> Female
City of Birth:	Country of Birth:	Date of Birth (month/day/year):	
Country where Passport Issued:	Passport Expiration Date (month/day/year):	Country of Citizenship:	Country of Legal Permanent Residence:
Date of Arrival in the U.S. (month/day/year):	I-94 #:	Current Nonimmigrant Status:	Expires on (month/day/year):
5. Family/Last Name:	First/Given Name:	Relationship:	Gender : <input type="checkbox"/> Male <input type="checkbox"/> Female
City of Birth:	Country of Birth:	Date of Birth (month/day/year):	
Country where Passport Issued:	Passport Expiration Date (month/day/year):	Country of Citizenship:	Country of Legal Permanent Residence:
Date of Arrival in the U.S. (month/day/year):	I-94 #:	Current Nonimmigrant Status:	Expires on (month/day/year):
6. Family/Last Name:	First/Given Name:	Relationship:	Gender : <input type="checkbox"/> Male <input type="checkbox"/> Female
City of Birth:	Country of Birth:	Date of Birth (month/day/year):	
Country where Passport Issued:	Passport Expiration Date (month/day/year):	Country of Citizenship:	Country of Legal Permanent Residence:
Date of Arrival in the U.S. (month/day/year):	I-94 #:	Current Nonimmigrant Status:	Expires on (month/day/year):