**Form Instructions**

**J-1 Student Intern Visa Sponsorship**

The J-1 Student Intern category is available only to foreign students currently enrolled and pursuing a degree at a post-secondary academic institution outside of the United States.

**Please submit documents at least 3 months in advance of planned visit.** Follow the instructions below to complete each required form:

**To Be Completed Pre-Approval/Arrival**

* **Form A: J-1 Student Intern Application**
  + To be completed by hosting faculty/department
  + Faculty host is responsible for obtaining the chair, dean, and DFO’s signatures once the entire packet is complete. The Office of Faculty Affairs will obtain the remaining signatures.
* **Fillable TIPP DS-7002 Form**
  + Section 1, 2, and section 4 to be completed by the faculty host/department.
  + Section 3(**Trainee/Intern -)** to be completed by the Student Intern, ensuring the signature is secured by the department.
  + Section 3(**Sponsor-**) will be completed by Faculty Affairs upon receipt of the department/college approved J-1 Student Intern request packet.
* **J-1 Student Intern Form B**
  + Student Intern to complete this form, including section to be completed by the Student Intern’s home institution
* **J-1 Student Intern English Proficiency**
  + Form to be completed and signed by Student Intern. Attachments showing proof of English proficiency are required.
* **J-1 Student Intern Financial Guarantee Form**
  + Form must be completed by Student Intern and faculty host/department. If department will be providing funding, approval must be obtained from TUC for funding verification. Faculty Affairs will obtain TUC signatures upon receipt of the department/college approved J-1 Student Intern request packet.
* **J-1 Student Intern Insurance Form C**
  + Form to be completed by Student Intern. Proof of insurance (medical, evacuation and repatriation) must be obtained by first day of appointment.

**To Be Completed During or at Conclusion of Program**

* **J-1 Student Intern Evaluation Form E**
  + If the program will be less than 6 months in length, then evaluation must be completed at the conclusion of the program.
  + If the program will be more than 6 months, then an evaluation must be completed at midpoint of the program, as well as at the conclusion. \*Please note: this program can only be up to 12 months. No extension is allowed.
* **J-1 Student Intern Departure Form D**
  + This form must be completed the last day of the intern’s program, and then submitted to Faculty Affairs.

**Return form as part of complete J-1 Student Intern request packet to:**

**Ashley Thompson**

**Office of Faculty Affairs**

**VH 305, Mail Code: 8220**