



J-1 Student Intern Visa Sponsorship Form Instructions

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 follow the instructions below to complete each required form:

To Be Completed Pre-Approval & Arrival-

- **J-1 Student Intern Application Form A:**
 - Form to be completed by hosting department – Please note that all signatures should be obtained **after** entire packet is complete and together
- **Fillable TIPP DS-7002 Form:**
 - Section 1, 2, part of 3 and section 4 to be completed by the hosting department
 - Part of section 3 to be completed by the student intern, ensuring the signature is secured by the department
 - Part of section 3 will also be completed by Faculty Affairs
- **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 hosting department if department will be providing any sort of financial support. If department will be providing funding, approval must be obtained from TUC for funding verification.
- **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 (program can only be up to 12 months, with no extension accepted), then an evaluation must be completed at midpoint of the program, as well as at the conclusion.
- **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.

For pre-arrival review and approval of J-1 Student Internship visa sponsorship, please send completed forms all together in one packet to Carmen Lichtscheidl in the Office of Faculty Affairs, room UN 305. Individual forms, or forms that come at different times will not be accepted.