

**Office of International Services**  
**DS-2019 Request Form for J-1 Student Intern**

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**A complete application for a J-1 student intern includes the following:**

***Materials from the prospective intern (which should be sent to the inviting department):***

- Completed and signed** Form DS-7002 confirming prospective intern's acceptance of terms of internship; the form is available online at [www.state.gov/documents/organization/84240.pdf](http://www.state.gov/documents/organization/84240.pdf);
- Completed and signed** Student Certification Portion of DS-2019 Request Form (see page 5);
- Documentation of sufficient funding (minimum of \$1,000/month for prospective intern, \$333/month for a spouse, and \$208/month/child; see page 3 of this document);
- Proof that the prospective intern has obtained necessary **health insurance** (see <http://www.temple.edu/ois/medins.htm>) for the duration of his/her internship (see page 4);
- Copy of prospective intern's and accompanying dependent's biographical/photo pages from current passport (for information on dependents, see page 4);
- Letter from home university on official school letterhead and signed by cognizant department chair and school registrar (template provided on page 6 of this document); and
- Letter from student (template provided on page 7 of this document).

***Materials from the inviting department (which should be sent to International Services):***

- Completed and signed** Form DS-7002 confirming department acceptance of terms of internship; the form is available online at [www.state.gov/documents/organization/84240.pdf](http://www.state.gov/documents/organization/84240.pdf);
- Letter to prospective intern from department chair describing the internship program; and
- Letter to International Services from inviting department chair on Temple letterhead (template provided on page 8 of this document).

***Nota bene:***

1. Provide all information requested; missing information will cause unnecessary delays.
2. The prospective intern and the inviting department must comply with all applicable Temple University policies as well as US Department of State regulations.
3. The inviting department must ensure that the individual will be paid any stipend or salary promised to the individual. For stipends, contact Accounts Payable to determine the correct steps; for a salaried intern, contact your HR liaison. In both cases, you will need to create an "intern position" in your department. International Services is not involved in payment issues.
4. Plans to invite an individual in J-1 must begin early as it may take anywhere from one to four months for the entire Exchange Visitor Process.
5. Contact Joan McGinley ([joanw@temple.edu](mailto:joanw@temple.edu)) or call 1-7708 for any questions you may have.

**Step by Step Process:**

1. Department reviews candidate for internship program;
  2. If candidate is accepted to participate in internship program, department provides candidate with this application so s/he may compile application materials;
  3. Prospective intern reviews and signs Form DS-7002 and returns all necessary documents (see above) to the inviting department;
  4. Department sends a complete application to International Services;
  5. When application is complete, International Services prepares Form DS-2019 for prospective intern;
  6. International Services advises inviting department when Form DS-2019 is ready;
  7. Inviting department retrieves Form DS-2019 from International Services and forwards internship packet to prospective intern.
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**Details About the Inviting Department**

Department Contact Person	Contact's Email	Phone #
Requested Begin Date of Internship	Requested End Date	
Dept & Address where internship will take place - must be on a Temple campus.		
Detailed Description of Student Intern's program:		

**Details About the Prospective Intern**

Last Name	First Name	Middle Name
Email Address	Date of Birth (month/day/year)	
Foreign Address		
Foreign Phone #	City of Birth	
Country of Birth	Country of Permanent Residence (if this is different than Country of Birth, provide proof of legal permanent residency)	
Country of Citizenship	Has applicant applied for a green card? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the applicant proficient in spoken English? <input type="checkbox"/> Yes <input type="checkbox"/> No Is the applicant proficient in written English? <input type="checkbox"/> Yes <input type="checkbox"/> No What steps has the Department taken to assess applicant's English ability?		
Student is pursuing a <input type="checkbox"/> Bachelor's degree <input type="checkbox"/> Master's degree <input type="checkbox"/> Doctoral degree (Attach transcripts)		
Student's field of study		
Highest Degree Earned to Date	Field of Study Listed on Diploma	
<b>NB: The student intern category may not be used for clinical positions, and a student intern may not engage in any activity that involves patient care or contact.</b>		

**Financial Certification**

The prospective intern must document a minimum of US\$1,000 per month. All financial documentation must be in English. Please, do not submit an application without financial documentation.

SOURCE	AMOUNT
Temple University	
U.S. Government [ONLY if funds are specifically for applicant, not funds paid to TU or TU affiliate]	
International Organization	
Exchange Visitor's Government	
All other organizations	
Personal	

Department must attach documentation from one of the Options below:

**Option 1 Bank Statements In Student's Name**

- Most recent (3 – 4 months) bank statements (per account) on bank letterhead
- Must demonstrate that funds would be readily available to meet scholar's expenses

**Option 2 Bank Statements In Sponsor's Name And Letter of Support**

- Most recent (3 – 4 months) bank statements (per account) on bank letterhead
- Letter on sponsor's company letterhead and signed by company official stating annual earnings
- Letter from sponsor explaining relation to prospective intern and declaring support for prospective intern while s/he is participating in a J program in the US

**Option 3 Funding from Temple University**

- Any funding that the prospective intern will receive from Temple University must be documented in official invitation letter

**Option 4 Funding from a University Abroad**

- Authorization letter from institution stating amount and terms of stipend/salary
- Letter must be on University letterhead and signed by a University Official

**Option 5 Scholarship from a Company or Institution**

- Most recent (3 – 4 months) bank statements (per account) on bank letterhead
- Statement from a company employee, not related to the scholar, indicating the amount of funds that have been set aside for internship support and the specific details of what expenses will be paid by the scholarship and acknowledging that prospective intern will participate in an Exchange Program at Temple University

**Option 6 Scholarship from a Government**

- Formal award letter from the government agency, indicating stipend/salary and any covered expenses, including living expenses, health insurance, etc.
- Letter must be dated within 3 months of beginning of internship and must acknowledge that prospective intern will participate in an Exchange Program at Temple University

## J-2 Dependents

Will spouse and/or children  travel with applicant now  join later  not come?

CHILDREN MUST BE UNDER 21 AND UNMARRIED. Applicant must supply International Services with a bank statement indicating sufficient funds to support J2 dependents (\$4000/yr for a spouse and \$2500/yr per child). On a separate sheet of paper please indicate the following for each dependent: Family Name, First Name, Middle Name, Date of Birth, City of Birth, Country of Birth, Country of Citizenship, Gender and Relationship to Applicant.

## Mandatory Health Insurance

Program participants and their dependents are required by the US Department of State to purchase and maintain medical insurance coverage FOR THE DURATION OF THEIR PROGRAM [22 CFR 62.14].

Individuals in the Student Intern category are not eligible for Temple-sponsored health insurance. The individual must provide proof, BEFORE THE ISSUANCE OF THE DS-2019, that s/he has obtained the necessary health insurance. Documentation must be in English.

Please visit [www.eseries.nafsa.org/scriptcontent/YP\\_auto/c12.cfm](http://www.eseries.nafsa.org/scriptcontent/YP_auto/c12.cfm) for a list of possible insurance companies with policies that meet Department of State standards. You must purchase insurance from one of the companies listed on this site. If you purchase insurance not listed on that website, your insurance company must complete an Insurance Compliance form found at [http://www.temple.edu/ois/pdfs/insurancecomplianceformaug09\\_000.pdf](http://www.temple.edu/ois/pdfs/insurancecomplianceformaug09_000.pdf) and email ([joanw@temple.edu](mailto:joanw@temple.edu)) or fax it (215-204-6166) directly to Joan McGinley in OIS.

NB: The US State Department and the Department of Homeland Security (DHS) take the insurance requirement very seriously. If the prospective intern does not have the required insurance, s/he will be in violation of J status. The SEVIS record will be terminated and the intern will be required to depart the U.S. More info can be found online at

<http://exchanges.state.gov/education/jexchanges/participation/eligibility.htm#insurance>

## Info About the Two Year Home Residency Requirement

Before submitting this application to our office, please be certain that the prospective intern fully understands that s/he may be declared subject to the Two Year Home Residency Requirement by entering the US in J-1 status.

The intent of the requirement is to have the home country benefit from the intern's experience in the United States. The requirement is intended to prevent a participant who is subject from staying longer than necessary for the objective and to ensure that s/he will spend at least two years in the home country before coming back to the United States for a long-term stay. J Exchange Visitors who are subject may NOT change to H or L status, nor may they apply for a green card. The J may not change status inside the US to any nonimmigrant classification except A or G (diplomats).

Some Exchange Visitors may be granted a waiver from the two-year home residency requirement, but this is timely and costly. Please read more about this on our website at [www.temple.edu/ois/home/h1b1j1/info\\_j1.htm](http://www.temple.edu/ois/home/h1b1j1/info_j1.htm).

**Declaration of the Inviting Department**

By completing and submitting this application, the inviting department acknowledges

1. In order to ensure the quality of a student internship program, the department must develop procedures for evaluating all student interns;
2. All required evaluations must be completed prior to the conclusion of a student internship program, and the student intern and his or her immediate supervisor must sign the evaluation forms;
3. At a minimum, all programs require a concluding evaluation, and programs lasting longer than six months also require a midpoint evaluation;
4. International Services must receive the evaluation(s) prior to the departure of the student intern and must retain student intern evaluations (electronic or hard copy) for a period of at least three years following the completion of each student internship program; and
5. If the student does not check in with International Services within 30 days of arrival, the prospective intern's SEVIS record will be automatically invalid and the prospective intern may be denied re-entry to the US.

<b>Supervisor's Name</b>	<b>Supervisor's E-mail</b>
<b>Signature</b>	<b>Date</b>
<b>Department Chair's Name</b>	<b>Chair's E-mail</b>
<b>Signature</b>	<b>Date</b>

**Declaration of the Prospective Intern**

By completing and submitting this application, the prospective intern acknowledges

1. S/He must schedule an appointment with International Services within 30 days of my arrival in the US;
2. S/He agrees to notify her/his inviting department and Joan McGinley in International Services [joan.mcginley@temple.edu] if s/he do not expect to arrive in the US within 30 days of my J-1 program start date;
3. S/He certifies that s/he has reviewed and understands information provided in this application, paying particular attention to the sections on Mandatory Health Insurance and the two-year home residency requirement.

<b>Prospective Intern's Name</b>	<b>Prospective Intern's E-mail</b>
<b>Signature</b>	<b>Date</b>

**Sample Letter From Home Institution on Official University Letterhead**

Date

Joan McGinley  
Assistant Director  
Office of International Services  
Temple University  
Philadelphia PA 19122

Dear Ms. McGinley:

\_\_\_\_\_ (student's name) is applying to participate in an academic internship at Temple University in the \_\_\_\_\_ Department in the \_\_\_\_\_ School/College. The student is currently enrolled in an academic program in the field of \_\_\_\_\_ (student's field of study).

This letter is to verify that \_\_\_\_\_ (student's name) will fulfill the educational objectives for her/his current degree program at our institution by participating in this internship program. Furthermore, this letter certifies that \_\_\_\_\_ (student's name) is enrolled in and pursuing a degree at our institution which is an accredited postsecondary academic institution outside the United States and that s/he is in good academic standing at our institution.

By engaging in the following activities, the student will meet the educational objectives of his/her current academic program with our University:

Finally, this letter verifies that the student has sufficient English language skills sufficient to function on a day to day basis in the internship environment.

Sincerely,

Printed Name and Signature of Department Chair / Date of Signature  
Printed Name and Signature of Registrar / Date of Signature

## Sample Letter From Student

Date

Joan McGinley  
Assistant Director  
Office of International Services  
Temple University  
Philadelphia PA 19122

Ms. McGinley:

This letter is to certify that I have sufficient finances to support myself (and any dependents that will accompany me to the US) for my entire stay in the United States, including housing and living expenses. I will mail financial documentation to my inviting Temple University department as indicated in the instructions of this application.

I agree that my stay in the United States will be primarily to engage in a student internship program rather than to engage in employment or to provide services to an employer.

Furthermore, I understand that I can participate in a student internship program as a J-1 Exchange Visitor in the student intern category for no more than 12 months for each degree/major and that extensions beyond 12 months are not possible.

I understand that I must return to my academic program outside the United States to obtain a degree from my institution abroad after completion of the student internship program.

The student internship at Temple University will assist me in fulfilling my educational objectives and academic course of study at my institution abroad by [indicate what educational objective will be fulfilled by participating in an internship program at Temple University].

Sincerely,

Name of Student

Signature of Student

## Sample Letter from Temple Dept

Date

Joan McGinley  
Assistant Director  
Office of International Services  
Temple University  
Philadelphia PA 19122

Ms. McGinley:

This is to certify that the Temple University Department of \_\_\_\_\_ would like to invite \_\_\_\_\_ (name of student) to participate in an internship program from \_\_\_\_\_ to \_\_\_\_\_ [a maximum of 12 months for each degree/major; extensions beyond 12 months are not possible.] The internship will consist of \_\_\_\_\_ hours per week [minimum of 32 hours per week]. The student will/will not receive a wage or other compensation [if wage will be paid, please state it here].

I understand that all tasks assigned must be necessary for the completion of the student internship program and that the internship tasks may consist of no more than 20% clerical work. In addition, I am aware that 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. Furthermore, I declare that this internship will not serve to fill a labor need in our department and that this internship will exist solely to assist the student intern in achieving the objectives of her/his participation in a student internship program.

I certify that this internship will not place the 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.

Sincerely,

Printed Name and Signature of Department Chair / Date of Signature