J-1 Student Intern Checklist

To request a J-1 Student Intern from the HIO, the ISD electronic record must be completed by the department and the student intern. Department administrators can reference the ISD Manual if needed.

Documents & Information to Be Completed by Department Administrator

☐ Internship Offer Confirmation
  o Copy of offer letter or email offer from department

☐ J-1 Student Intern Intake Form
  o Complete all fields (student, administrator and/or supervisor may be involved in completing this form)
  o Signature and date of supervisor required

☐ English Language Proficiency (ELP)
  o Form to verify English language proficiency

☐ Confirm Delivery/Mailing Preference
  o Include FedEx or UPS electronic airbill if applicable

Documents & Information to Be Completed by J-1 Student Intern

☐ Biographical Information
  o Copy of biographical passport page

☐ Foreign/Mailing Address

☐ Current Education/Degree Information to Verify Current Enrollment
  o Certification must be completed by Student Intern’s home university to show enrollment in degree program for entire internship period
  o Must state future degree completion or graduation date
  o Home university official must either complete and sign the HIO template linked above, or address each point listed in the HIO template in their own letter

☐ Proof of Funding (at least $2,500/month)
  o Example: Bank statements, funding letter, scholarship, grant/award letter, affidavit of support (if funding from parent or relative)

☐ Prior Visa Documentation (if applicable)
  o Copies of previously issued visa documents (i.e. F-1, J-1, H-1B, H4)
  o If student intern has not been issued a prior U.S. visa, no documents are required

☐ J-1 Student Intern Responsible for Contacting Department When their ISD Sections Are Completed