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**
  - Copy of offer letter or email offer from department

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

- **English Language Proficiency (ELP)**
  - Form to verify English language proficiency

- **Electronic FedEx airbill, addressed to the student intern**
  - Instructions for creating a FedEx label are on page 43 of the ISD Manual

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

- **Biographical Information**
  - Copy of biographical passport page

- **Foreign/Mailing Address**

- **Current Education/Degree Information to Verify Current Enrollment**
  - Certification must be completed by Student Intern’s home university to show enrollment in degree program for entire internship period
  - Must state future degree completion or graduation date
  - 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 $2,916 month; annualized amount of $35,000/year)**
  - Example: Bank statements, funding letter, scholarship, grant/award letter, affidavit of support (if funding from parent or relative)

- **Prior Visa Documentation (if applicable)**
  - Copies of previously issued visa documents (i.e. F-1, J-1, H-1B, H4)
  - 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**