



## 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 \$2,500/month)**
  - 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**