

J-1 Exchange Visitor Student-Intern Application

The J-1 Exchange Visitor classification was developed to implement the Mutual Educational and Cultural Exchange Act (Fulbright-Hayes Act) of 1961. The overall purpose of that Act and the objective of the Exchange Visitor classification is to “increase mutual understanding between people of the United States and the people of other countries by means of educational and cultural exchanges.” The University of Mississippi has been designated by the U.S. Department of State to serve as a program sponsor and is able to host visitors in the following Exchange Visitor categories: Research Scholar, Professor, Short Term Scholar, Specialist and College and University Student. Student Intern is a subcategory of the College and University Student category.

J-1 Student-Intern

Participation in the J-1 Student-Intern category is available when a University of Mississippi department, school or center agrees to serve as the host and both the proposed intern activity and the applicant’s background are deemed by the Office of International Programs as having met the criteria of the Exchange Visitor Program.

Proposed Internship Activity Criteria

- Internship must be at least 32 hours per week for a maximum of 12 months and must fulfill the educational objectives for the participant’s current degree program at his or her home institution
- 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." [22 C.F.R. § [62.23\(i\)\(2\)\(iii\)](#)]
- All tasks assigned must be "necessary for the completion of the student internship program." [22 C.F.R. § [62.23\(i\)\(8\)\(iv\)](#)] and may not consist of more than 20 percent clerical work
- Internships *cannot* place a student intern in any position that involves the following [22 C.F.R. § [62.23\(i\)\(8\)\(i\)](#)]:
 - 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." [22 C.F.R. § [62.23\(i\)\(8\)\(ii\)](#)]
- The internship cannot “serve to fill a labor need” and cannot displace American workers

Host Department/School/Center Requirements

- Accept the applicant into and agree to conduct an intern program meeting the above requirements at the University of Mississippi; follow steps listed in Process section of this document
- Encourage and provide activities that allow the intern to engage in American culture outside of the academic setting
- Develop and conduct evaluation for each J-1 Student-Intern. All programs must conduct a concluding evaluation prior to the conclusion of the internship. This evaluation must be signed by the student intern and the supervisor. Programs lasting more than six months must also conduct a midpoint evaluation. These evaluations must be sent to the OIP.
- Inform the Office of International Programs of any changes to the expected arrival and completion date of the internship

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Participant Eligibility

- Must be in good academic standing and currently “enrolled in and pursuing a degree at an accredited postsecondary academic institution outside the United States.” [22 C.F.R. § 62.23(i)]
- Previous J Student-Intern experience at the applicant’s current degree/major plus duration of proposed experience must not exceed 12 months
- Have “verifiable English language skills sufficient to function on a day-to-day basis in the internship environment” [22 C.F.R. § 62.23(i)(1)(i)]
- Ability to demonstrate sufficient financial resources to support him/herself and dependents while participating in the internship.
- Intention to return to academic program outside the U.S. to fulfill and obtain a degree from such academic institution **after** completion of the student internship program." [22 C.F.R. § 62.23(i)(1)(v)]
- Enroll in insurance plan sufficient to meet requirements of the Exchange Visitor Program

Process

1. **Student-Intern** applicant completes J-1 Student-Intern Student Application (see application form below) and sends it with supporting documents to the prospective host department
 - a. Letter from home university - on institution’s letterhead:
 - i. Confirm that student is enrolled in an accredited postsecondary academic institution outside the United States and is in good standing
 - ii. Listing the degree being pursued by the student, the expected program completion date, and field of study
 - iii. Confirming that the internship will fulfill the educational objectives of the student’s current degree program and that s/he is expected to return to the home institution to complete the remainder of his/her degree requirements
 - iv. Give permission for employment if the internship will involve payment by the University of Mississippi
 - b. English Proficiency Test score (if applicable) or letter from home university – on institution’s letterhead - attesting that the student is sufficiently proficient in the English language for participation in the internship program
 - c. Financial Information Form indicating all sources of funding -excluding the University of Mississippi- to be used to cover the cost of the internship program
2. **Host department**
 - Processes HR form 1. Student-Interns who are funded externally and will not be receiving any University of Mississippi funding should still be processed with Human Resources with a zero-sum salary. This will enable the J-1 Student-Intern to obtain a University ID.
 - Completes the J-1 Student-Intern Host Department Application
 - Conducts English proficiency interview if needed
 - Completes section 4 of the DS-7002 Internship Placement Plan
 - Sends Host Department Application, DS-7002 section 4, J-1 Student-Intern Student Application and supporting documents to OIP
3. **OIP** reviews documents and if complete prepares remaining sections of DS-7002, and obtains needed signatures from student intern and supervisor. After receiving DS-7002 with Intern’s signature, **OIP prepares DS-2019**.
4. Host department arranges for original of DS-2019 and DS-7002 to be sent to the Student-Intern along with OIP welcome packet.
5. **Student-Intern** pays the SEVIS fee and applies for J-1 visa to enter the U.S.
6. **Host department** arranges for Student-Intern to participate in orientation program at OIP.
7. **Student-Intern** provides evidence of acceptable health insurance coverage to OIP, or purchases health insurance coverage via OIP.
8. **Host department** conducts required evaluation and sends results to OIP.

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Health insurance requirement

- Student-Interns must have health insurance meeting the following requirements. Enrollment in the university contracted plan will be required unless the student-intern provides proof of coverage in a qualifying alternate plan

22 C.F.R. § 62.14

- (a) Sponsors shall require each exchange visitor to have insurance in effect which covers the exchange visitor for sickness or accident during the period of time that an exchange visitor participates in the sponsor's exchange visitor program. Minimum coverage shall provide:
- (1) medical benefits of at least \$100,000 per accident or illness;
 - (2) repatriation of remains in the amount of \$25,000;
 - (3) expenses associated with medical evacuation of the exchange visitor to his or her home country in the amount of \$50,000; and
 - (4) a deductible not to exceed \$500 per accident or illness.
- (b) An insurance policy secured to fulfill the requirements of this section:
- (1) may require a waiting period for pre-existing conditions which is reasonable as determined by current industry standards;
 - (2) may include provision for co-insurance under the terms of which the exchange visitor may be required to pay up to 25 percent of the covered benefits per accident or illness; and
 - (3) shall not unreasonably exclude coverage for perils inherent to the activities of the exchange program in which the exchange visitor participates.
- (c) Any policy plan or contract secured to fulfill the above requirements must, at minimum, be:
- (1) Underwritten by an insurance corporation having an A.M. Best rating of "A-" or above, an Insurance Solvency International, Ltd. (ISI) rating of "A-" or above, a Standard and Poor's Claims-paying Ability rating of "A" or above, a Weiss Research, Inc. rating of B+ or above, or such other rating service as the Agency may from time to time specify; or
 - (2) Backed by the full faith and credit of the government of the exchange visitor's home country; or
 - (3) Part of a health benefits program offered on a group basis to employees or enrolled students by a designated sponsor; or
 - (4) Offered through or underwritten by a federally qualified Health Maintenance Organization (HMO) or eligible Competitive Medical Plan (CMP) as determined by the Health Care Financing Administration of the U.S. Department of Health and Human Services.
- (d) Federal, state or local government agencies, state colleges and universities, and public community colleges may, if permitted by law, self-insure any or all of the above-required insurance coverage.
- (e) At the request of a non-governmental sponsor of an exchange visitor program, and upon a showing that such sponsor has funds readily available and under its control sufficient to meet the requirements of this section, the Agency may permit the sponsor to self-insure or to accept full financial responsibility for such requirements.
- (f) The Agency, in its sole discretion, may condition its approval of self-insurance or the acceptance of full financial responsibility by the non-governmental sponsor by requiring such sponsor to secure a payment bond in favor of the Agency guaranteeing the sponsor's obligations hereunder.
- (g) An accompanying spouse or dependent of an exchange visitor is required to be covered by insurance in the amounts set forth in paragraph (a) of this section. Sponsors shall inform exchange visitors of this requirement, in writing, in advance of the exchange visitor's arrival in the United States.
- (h) An exchange visitor who willfully fails to maintain the insurance coverage set forth above while a participant in an exchange visitor program or who makes a material misrepresentation to the sponsor concerning such coverage shall be deemed to be in violation of these regulations and shall be subject to termination as a participant.
- (i) A sponsor shall terminate an exchange visitor's participation in its program if the sponsor determines that the exchange visitor or any accompanying spouse or dependent willfully fails to remain in compliance with insurance requirements.

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DEPENDENT FAMILY INFORMATION (FOR SPOUSE AND CHILDREN'S J-2 DS-2019)

PLEASE INDICATE IF YOU REQUIRE DOCUMENTS FOR ANY DEPENDENTS BY CHECKING ONE OF THE FOLLOWING:

YES, my family will accompany me to the United States as J-2 dependents. Please process the J-2 DS-2019s along with my J-1 DS-2019.

(If you marked yes, please complete the sections below about each J-2 dependent family member you wish to bring with you to the United States)

NO, I do not have any dependent family members **OR** my family will not accompany me. I do not require J-2 dependent DS-2019s to be processed at this time.

FAMILY FINANCIAL SUPPORT: To bring a spouse or any children, a J-1 student-intern must show financial support above the minimum \$1,917/ month. Financial Support of an additional \$585 per month must be shown to bring a spouse as a J-2 Dependent. Financial Support of an additional \$417 per month must be shown for each dependent child.

Dependent's Information (attach information for additional dependents)	Full Name of dependent: _____		
	Family Name (Surname)	Given Name (First)	Middle Name (if any)
	Residence Information (required): _____		
	City of Birth	Country of Birth	
	Residence Information (required): _____		
	Country of Permanent Residence	Country of Citizenship	
	Date of Birth: (month/ day/ year): _____		Gender : _____
	Relationship to you: <input type="checkbox"/> Spouse <input type="checkbox"/> Child	Email : _____	

FINANCIAL INFORMATION

The funding requirement for a J-1 Student-Intern is a **minimum level of support of \$1,917 per month**. Funding must be arranged prior to issuance of a DS-2019 form. No additional funding from the University of Mississippi should be expected after arrival.

Proof of funding must accompany this form.

Please attach a signed copy of any letters of award or sponsorship. If funds are personal, please attach an official bank statement not more than 6 months old with the official bank seal and signature of a bank officer.

SOURCES OF FUNDS	ASSURED SUPPORT (IN US DOLLARS)
1. University of Mississippi	\$
2. Intern's Government	\$
3. Personal or Family Funds	\$
4. Other Source (specify name):	\$

Participant Eligibility

- Must be in good academic standing and currently “enrolled in and pursuing a degree at an accredited postsecondary academic institution outside the United States.”
- Previous J Student-Intern experience at the applicant's current degree/major plus duration of proposed experience must not exceed 12 months
- Intention to *return to academic program outside the U.S.* to fulfill and obtain a degree from such academic institution after completion of the student internship program."
- Will maintain *health insurance coverage sufficient to meet requirements* of the Exchange Visitor Program 22 C.F.R. § [62.14](#) for the entire period of the internship



Office of International Programs
331 Martindale University, MS 38677
Phone: (662) 915-7404
<http://www.international.olemiss.edu>
email: scholar@olemiss.edu

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ENGLISH PROFICIENCY INFORMATION

Program sponsors are required to verify that potential student-interns have “verifiable English language skills sufficient to function on a day-to-day basis in the internship environment” Please check which of these applies to your situation:

- I reside in and am a citizen of one of the following countries: Anguilla, Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, Canada (except Quebec), Cayman Islands, Dominica, Grenada, Guyana (British Guyana), Ireland, Jamaica, Liberia, Malta, Montserrat, New Zealand, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Trinidad and Tobago, Turks and Caicos Islands, United Kingdom, U.K. Virgin Islands
- I am attaching a copy of my English Proficiency test score equal to or exceeding TOEFL Internet Based Test (IBT): 79, TOEFL Paper Based Test (PBT): 550, IELTS: 6.00 overall band score, or PTE-A: 53
- I am attaching a letter from an academic institution or English language school attesting to my English language proficiency
- I am requesting a phone interview and can be reached at _____

I certify that the information provided in my J-1 Student-Intern application and supporting documents is correct and complete, and that I meet the participant eligibility criteria listed above.

Student-Intern's Signature _____

Date: _____

month day year

Supporting Documents to be sent with this application (Send all documents to Host-Department)

- Letter from home university - on institution's letterhead:
 - Confirm that student is enrolled in an accredited postsecondary academic institution outside the United States and is in good standing
 - Listing the degree being pursued by the student, the expected program completion date, and field of study
 - Confirming that the internship will fulfill the educational objectives of the student's current degree program and that s/he is expected to return to the home institution to complete the remainder of his/her degree requirements
 - Give permission for employment if the internship will involve payment by the University of Mississippi
- English Proficiency Test score (if applicable) or letter from home university – on institution's letterhead - attesting that the student is sufficiently proficient in the English language for participation in the internship program
- Financial Information Form indicating all sources of funding -excluding the University of Mississippi- to be used to cover the cost of the internship program

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TO BE COMPLETED BY UNIVERSITY OF MISSISSIPPI HOST DEPARTMENT

UM Academic Department: _____

J-1 Student-Intern's Name: _____

J-1 Supervisor's Name: _____ Supervisor's Email: _____

Phone Number: _____ Alt Contact (optional): _____

Dates of Intended J-1 Sponsorship: _____ through _____
month day year month day year

How has English proficiency been evaluated? Student-Intern applicant resides in and is a citizen of one of the following countries

Anguilla, Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, Canada (except Quebec), Cayman Islands, Dominica, Grenada, Guyana (British Guyana), Ireland, Jamaica, Liberia, Malta, Montserrat, New Zealand, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Trinidad and Tobago, Turks and Caicos Islands, United Kingdom, U.K. Virgin Islands

Phone interview performed by: _____ Date: _____

Recognized English Language Test submitted

Attestation of English proficiency provided by academic institution or English language school

Will there be any financial support from the University of Mississippi? Yes No

If yes, describe what is being provided

Approval is needed from the student's home institution's dean or academic advisor for employment. This approval should be stated in the support letter from the student's home institution.

DS-7002 Training/Internship Placement Plan

The host department must complete sections 4 of the Department of State form DS-7002. A fillable version of the form can be found at:

<http://eforms.state.gov/searchform.aspx> In keyword, type 7002 or go directly to the form at

http://eforms.state.gov/editdocument.aspx?documentid=11&from=2&categoryid=1&form_format=3&Width=1270

Remaining sections will be completed by OIP and sent to Student-Intern and Supervisor for the internship for signature.

By signing I accept responsibility to fulfill the host department requirements and provide an internship opportunity as described on the DS-7002 Internship/ Training Placement Plan.

Required Signatures:

Supervisor: _____ Date: _____

Dept. Chair/ Director: _____ Date: _____

Dean: _____ Date: _____

Note: Departments in the School of Pharmacy or Natural Products Center must also get approval from the Pharmacy Business Office

Supporting Documents to be sent with this application to the Office of International Programs

1. Completed page 3, section 4 of DS-7002
2. Copy of offer/ acceptance letter to the Student-Intern
3. Student-Intern Student Application and supporting documents
 - a. Letter from home university
 - b. English Proficiency Test score (if applicable), or letter from home university – on institution's letterhead - attesting that the student is sufficiently proficient in the English language for participation in the internship program
 - c. Financial Information for any sources of funding outside of the University of Mississippi