



Midwest International Research Institute (MIRI)  
 Midwest University  
 USDS Certified DS-2019  
 J-1 Exchange Research Scholar, Prof. Student-Intern Programs

# J-1 Student-Intern: The Basics

# J-1: Exchange Visitor Visa

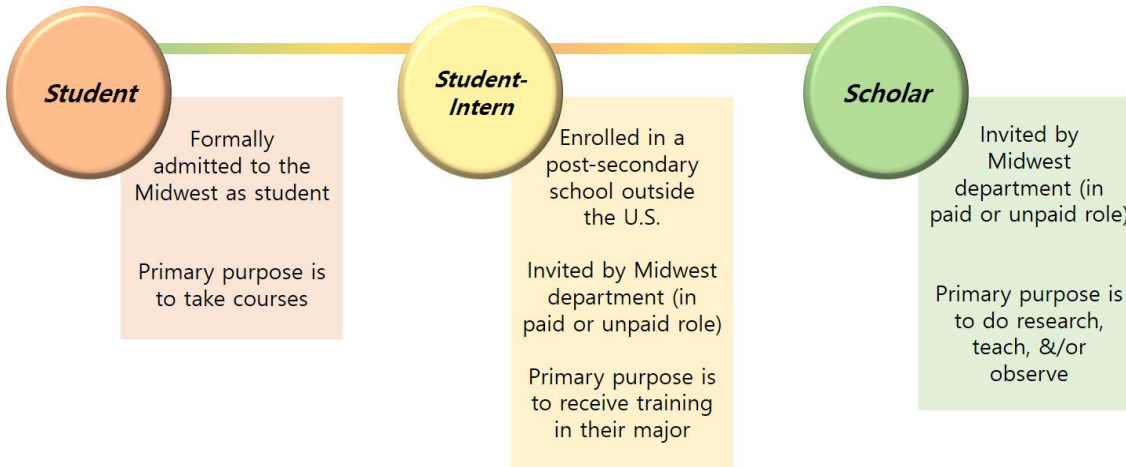
- ▶ objective is "to increase mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchanges."
- ▶ J-1 has many *categories*

Student  
categories

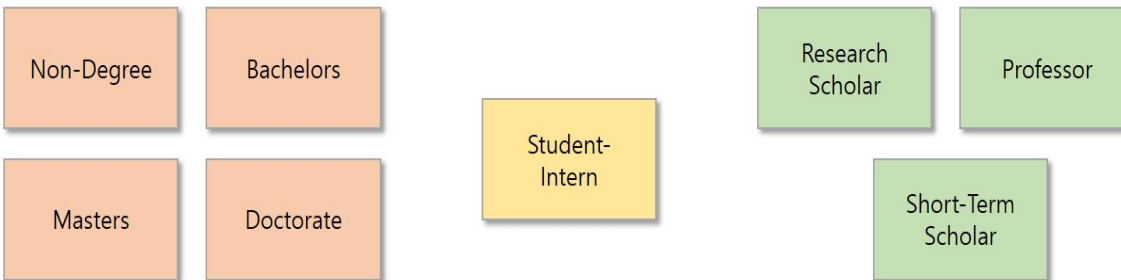
Scholar  
categories

...and several  
others, including  
Student-Intern!

# So where do Student-Interns fit in?



## Categories:



# J-1 Categories

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## Research Scholar

- Primarily conducting research, observing and may also teach or lecture.
- Minimum stay in U.S. is 3 weeks, maximum is 5 years.
- Minimum degree: Bachelor's or int'l equivalent

## Professor

- Primarily teaching, lecturing, observing and may conduct research.
- Minimum stay in U.S. is 3 weeks, maximum is 5 years.
- Minimum degree: Bachelor's or int'l equivalent.

## Short-Term Scholar

- Person with similar education to professor/ research scholar coming for short-term visit primarily for lecturing, observing, training, etc.
- No minimum stay required. Maximum stay in U.S. is 6 months.
- Minimum degree: Bachelor's or int'l equivalent

## Student-Intern

- **Primarily receiving training in their major. May not fill a job posting, but may be paid or unpaid.**
- **Minimum stay in U.S. is 3 weeks, maximum is 1 year.**
- **Minimum education: currently enrolled abroad in int'l equivalent of Bachelor's**

## J-1 exchange visitor

For "the exchange of ideas, research, mutual enrichment and linkages between research and academic institutions in the United States and foreign countries."

Incidental part-time study directly related to primary research/teaching allowable

Employment permitted.

Process through MIRI

## B-1 or WB business visitor

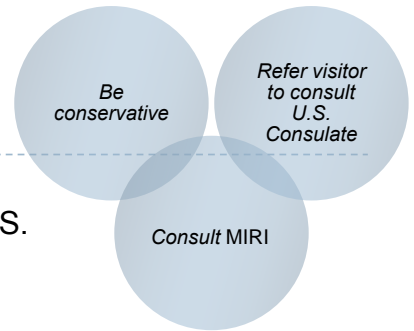
For business purposes (independent research, conferences, meetings).

No study.

No employment.  
Honorarium IF visit is 9 days or less and/or reimbursement for travel costs are permitted.

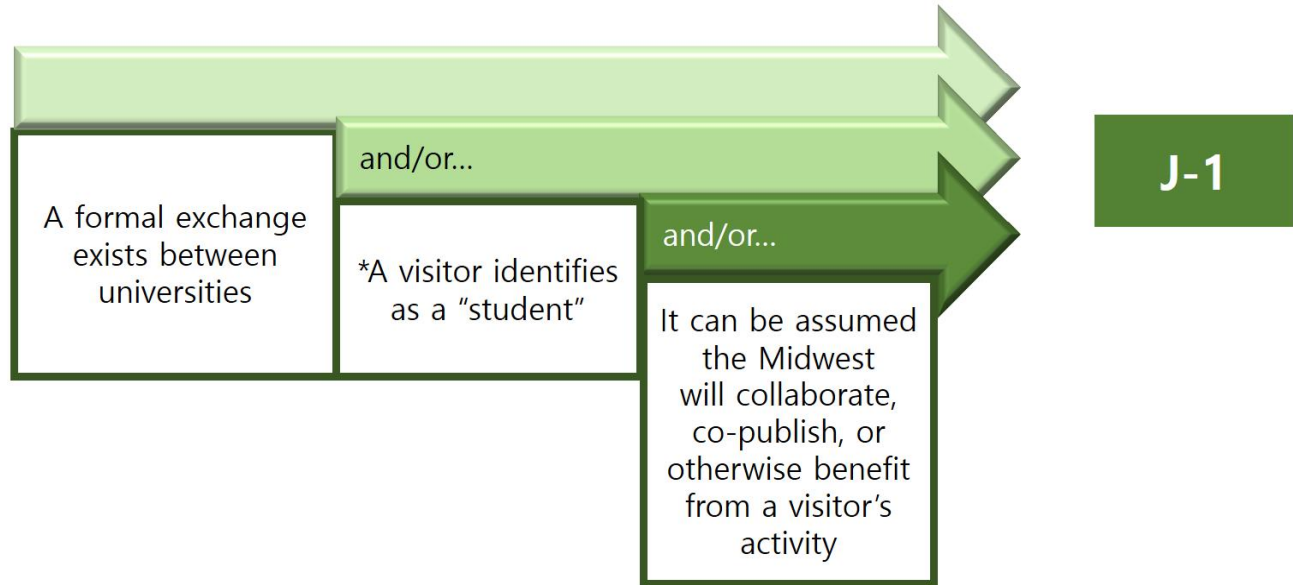
Visitor applies for visa independently of MIO. Some are eligible to visit through the Visa Waiver Program.\*

# The grey area: J-1 & B-1 /WB



Consider the following to help avoid a B-1 visa denial or your visitor denied U.S. entry and sent back home. ☹️ (It happens!)

## Won't be employed? A J-1 visa is strongly advised when...



## In short...

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J-1 Student-  
Intern

Currently enrolled abroad in Bachelor's or Higher

J-1 Scholar

Master's Level or Higher

B-1 or WB

- Not enrolled nor employed in the U.S.
- Conducting independent research without benefit to a U.S. institution

J-1 Student

- Formally admitted according to Midwest standards
- Enrolled full-time, earning Midwest credit

# Overview of the J-1 Student-Intern Category

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## Who is eligible?

Non-U.S. students who are currently enrolled in a degree-seeking program abroad

U.S. internship will fulfill the educational objectives for the student's current degree program

Student is in good academic standing with their current institution

Student will return abroad to resume studies upon completion of internship

Student has verifiable English language skills



# Overview of the J-1 Student-Intern Category

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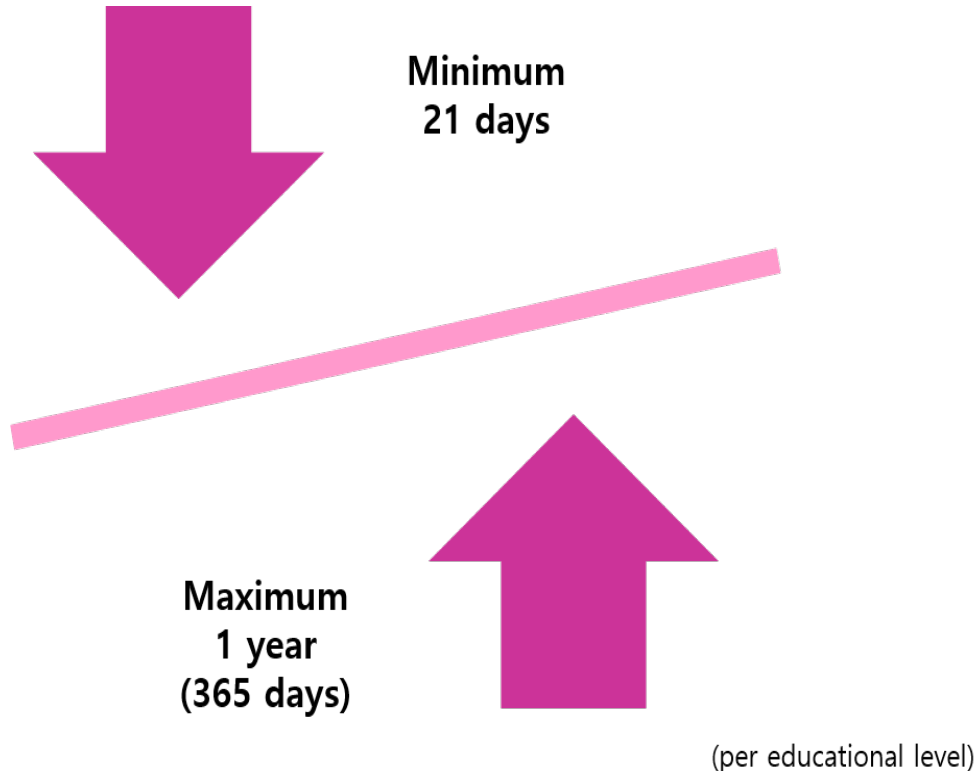
## ▶ English Proficiency

- ▶ Midwest Student-Interns who will not enroll in a Midwest class for credit must meet the same English proficiency requirement as Midwest Scholars.
- ▶ If, however, the Student-Intern is required to enroll in a Midwest course for credit, as stated on the Internship Plan (DS-7002), the Student-Intern will be required to meet the University's Office of Admission English proficiency standard.

# Overview of the J-1 Student-Intern Category

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How long can a Student-Intern remain in the U.S.?



# Midwest University Requirements

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Design internship program to assist the Student-Intern in achieving specific training objectives

Expose Student-Intern to American techniques, methodologies, and technology

Expand upon Student-Intern's existing knowledge and skills

Not duplicate Student-Intern's prior experience

Not use a staffing agency for any purpose regarding Student-Interns

Knowledge and skills being learned in their current degree program

"to recruit, screen, orient, place, evaluate, or train...or any other way involve such agencies"

# Midwest University Requirements

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Ensure that the internship program is full-time

Minimum 32 hours per week

Ensure that the internship duties are not more than 20% clerical work

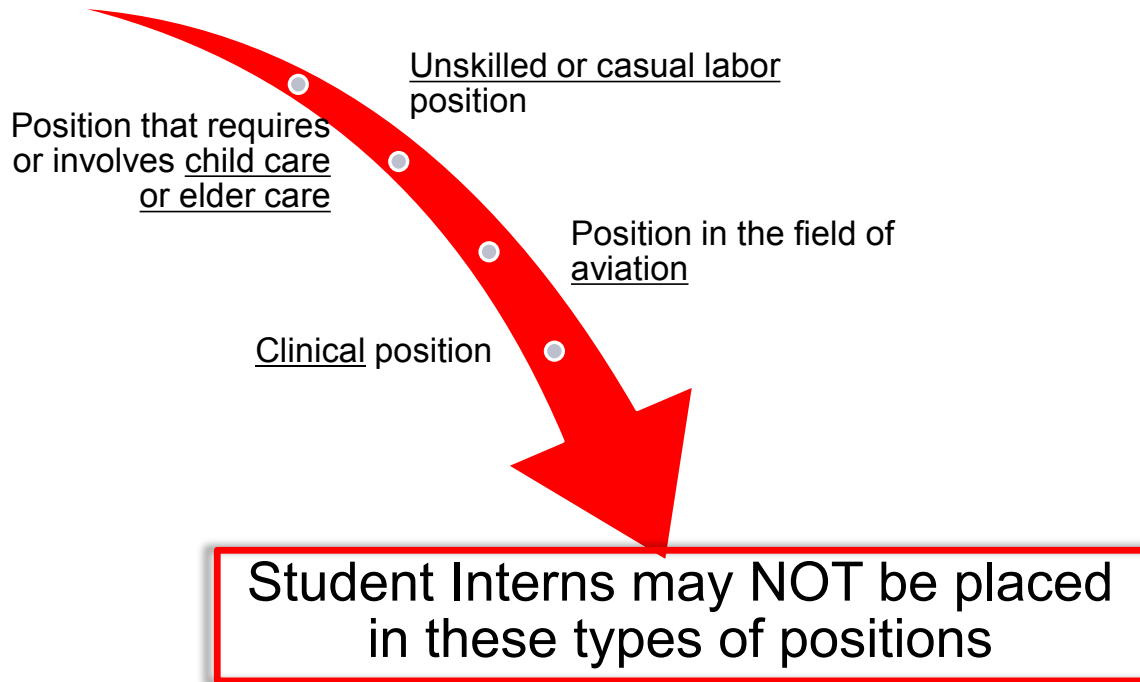
Provide ongoing supervision by a Midwest Faculty Mentor and others, as applicable

Complete a Final Evaluation of Student-Intern and send document to MIRI

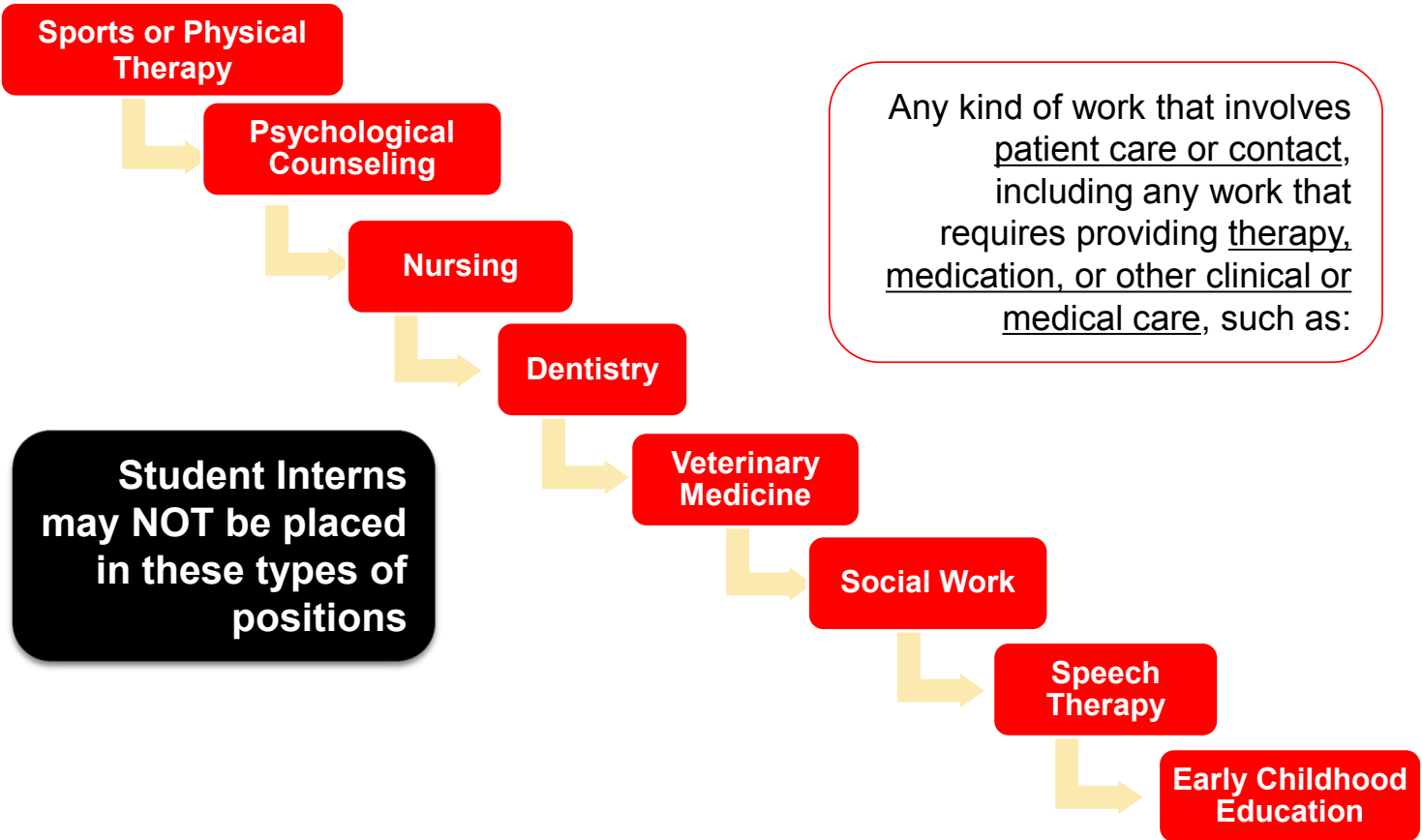
If 6 months or longer, also complete a Mid-point Evaluation and send to MIRI

# Midwest University Requirements

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# Midwest University Requirements



# What is SEVIS?

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- ▶ **Student & Exchange Visitor Information System (SEVIS)** is an electronic reporting system that provides the U.S. Department of Homeland Security (DHS) with information on international students and scholars in the United States who hold F, J, and M visas. Every school, college and university that admits students or scholars on F, J or M visas is mandated to use SEVIS.

# SEVIS

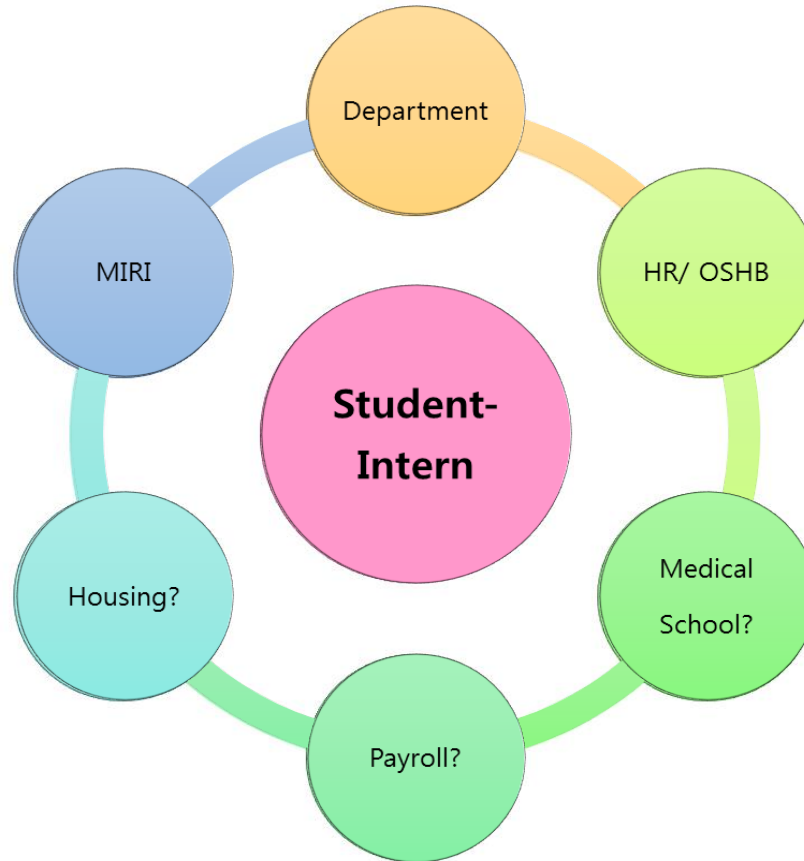
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- ▶ Processing the DS-2019, reporting program changes (i.e. dates, funding, etc.), and other visa related issues are performed within SEVIS.
- ▶ Enter, issue, and revise the DS-7002, Training/Internship Placement Plan.



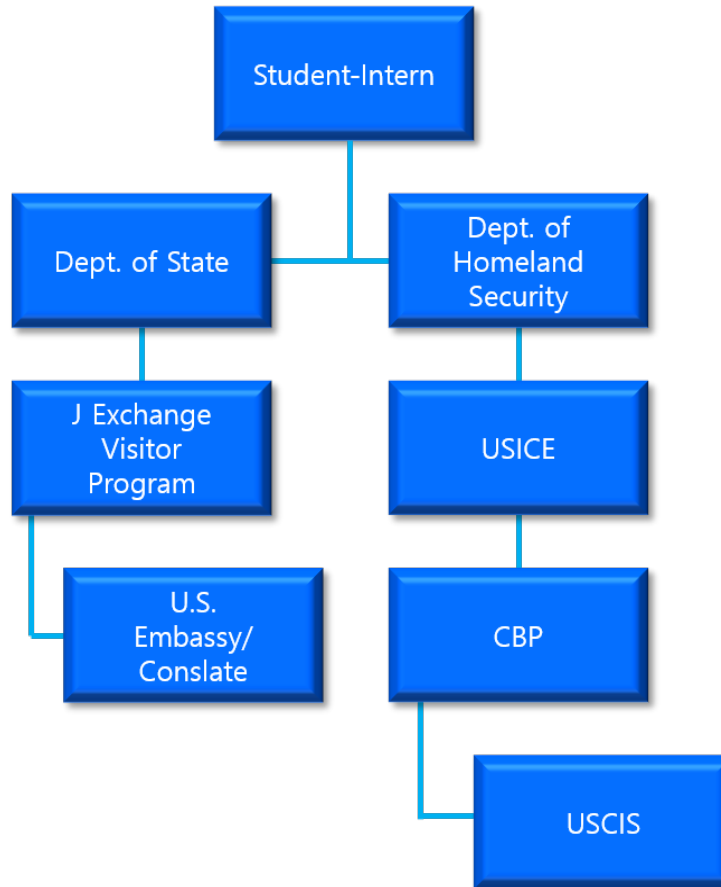
# Main players at the Midwest University

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# External Players

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What is a DS-7002?

# The DS-7002



U.S. Department of State

FORM APPROVAL NO. 1485-019  
EXPIRATION DATE: 03-31-2015  
ESTIMATED BURDEN: 1.5 hours

## TRAINING/INTERNSHIP PLACEMENT PLAN

### SECTION 1: ADDITIONAL EXCHANGE VISITOR INFORMATION

Trainee/Intern Name (Surname/Primary, Given Name(s) (must match passport name))		External Address
Program Sponsor		Program Category Student Intern
Occupational Category Student	Current Field of Study/Profession	Experience in Field (number of years) N/A
Type of Degree or Certificate	Date Awarded (mm-dd-yyyy) or Expected	Training/Internship Dates (mm-dd-yyyy) From To

### SECTION 2: COMPENSATION

Organization Name		Address		Suite
City	State	ZIP Code	Website URL	
Employer ID Number (EIN) 41-6007513	Exchange Visitor Hours Per Week	Compensation Non-Monetary Compensation Value	Stipend Yes No	If Yes, how much? per
Workers' Compensation Policy <input checked="" type="checkbox"/> Yes   <input type="checkbox"/> No If so, Name of Carrier <u>Sedgwick Claims Management Services, Inc.</u>			Does your Workers' Compensation policy cover exchange Visitors? Yes   <input type="checkbox"/> No, exempt   <input type="checkbox"/> No, but equivalent coverage	

Number of FT Employees Onsite at Location 17,394	Annual Revenue \$0 to \$3 Million   \$3 Million to \$10 Million   \$10 Million to \$25 Million   <input checked="" type="checkbox"/> \$25 Million or More
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### SECTION 3: CERTIFICATIONS

**Trainee/Intern - I certify that:**

- I have reviewed, understand, and will follow this Training/Internship Placement Plan (TIPP).
- I am entering into this Exchange Visitor Program in order to participate as a Trainee or Intern as delineated in this TIPP and not simply to engage in labor or work within the United States.
- I understand that the intent of the Exchange Visitor Program is to allow me to enhance my skills and gain exposure to U.S. culture and business in a way that will be useful to me when I return home upon completion of my program.
- I understand that my internship/training will take place only at the organization listed on this TIPP and that working at another organization while on the Exchange Visitor Program is prohibited.
- I understand that the Sponsor at the earliest available opportunity regarding any concerns, changes in, or deviations from this TIPP.
- I will respond in a timely way to all inquiries and monitoring activities of my sponsor.
- I will follow all of my sponsor's guidelines required for my participation in my program.
- I will contact the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) at the earliest possible opportunity if I believe that my sponsor or supervisor (as set forth on page 3, section 4), is not providing me with a legitimate internship or training, as delineated on my TIPP; and
- I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

Printed Name of Trainee/Intern \_\_\_\_\_ Date (mm-dd-yyyy) \_\_\_\_\_

Signature of Trainee/Intern \_\_\_\_\_

DS-7002  
03-2015

Page 1 of 4

- ▶ Training/Internship Placement Plan
- ▶ 4-page, U.S. Department of State form
- ▶ Detailed plan for the internship
- ▶ Requires more detail than almost any other visa status
  - ▶ Like designing a course or crafting a syllabus, but with U.S. government review!
- ▶ MIRI has developed a “DS-7002 Info” form with helpful explanations

# The DS-7002

U.S. Department of State  
**TRAINING/INTERNSHIP PLACEMENT PLAN**

\*OMB APPROVAL NO. 1450-0118  
EXPIRATION DATE: 03-31-2018  
ESTIMATED BURDEN: 1.5 hours

SECTION 1: ADDITIONAL EXCHANGE VISITOR INFORMATION			
Trainee/Intern Name (Surname/Primary, Given Name(s) (must match passport name))		E-mail Address	
Program Sponsor		Program Category Student Intern	
Occupational Category Student	Current Field of Study/Profession	Experience in Field (number of years) N/A	
Type of Degree or Certificate	Date Awarded (mm-dd-yyyy) or Expected	Training/Internship Dates (mm-dd-yyyy) From To	
SECTION 2: COMPENSATION			
Organization Name		Address	Suite
City	State	ZIP Code	Website URL
Employer ID Number (EIN) 41-6007513	Exchange Visitor Hours Per Week	Compensation Non-Monetary Compensation Value	Stipend Yes No If Yes, how much? per
Workers' Compensation Policy <input checked="" type="checkbox"/> Yes   <input type="checkbox"/> No If so, Name of Carrier Sedgwick Claims Management Services, Inc.		Does your Workers' Compensation policy cover exchange Visitors? Yes   <input type="checkbox"/> No, exempt   <input type="checkbox"/> No, but equivalent coverage	
Number of FT Employees Onsite at Location 17,394	Annual Revenue <input type="checkbox"/> \$0 to \$3 Million   <input type="checkbox"/> \$3 Million to \$10 Million   <input type="checkbox"/> \$10 Million to \$25 Million   <input checked="" type="checkbox"/> \$25 Million or More		
SECTION 3: CERTIFICATIONS			
Trainee/Intern - I certify that:			
1. I have reviewed, understand, and will follow this Training/Internship Placement Plan (T/IPP).			
2. I am entering into this Exchange Visitor Program in order to participate as a Trainee or Intern as delineated in this T/IPP and not simply to engage in labor or work within the United States.			
3. I understand that the intent of the Exchange Visitor Program is to allow me to enhance my skills and gain exposure to U.S. culture and business in a way that will be useful to me when I return home upon completion of my program.			
4. I understand that my internship/training will take place only at the organization listed on this T/IPP and that working at another organization while on the Exchange Visitor Program is prohibited.			
5. I will contact the Sponsor at the earliest available opportunity regarding any concerns, changes in, or deviations from this T/IPP.			
6. I will respond in a timely way to all inquiries and monitoring activities of my sponsor.			
7. I will follow all of my sponsor's guidelines required for my participation in my program.			
8. I will contact the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) at the earliest possible opportunity if I believe that my sponsor or supervisor (as set forth on page 3, section 4), is not providing me with a legitimate internship or training, as delineated on my T/IPP; and			
9. I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.			
Printed Name of Trainee/Intern		Date (mm-dd-yyyy)	
Signature of Trainee/Intern			

DS-7002 03-2015 Page 1 of 4

- ▶ Information is completed by Midwest Faculty Mentor/ host department
- ▶ Reviewed, approved, and entered into SEVIS by MIRI
- ▶ Signed by MIRI, Student-Intern, and Faculty Mentor
- ▶ Student-Intern must have copy of signed DS-7002 for J-1 visa interview

# The DS-7002 and MIRI's Information Form



## DS-7002 INFORMATION FORM

Midwest International Office | 187  
630-327-4646 | jml@miio.com

A J-1 Student-Intern is required to present a Training/Internship Placement Plan, known as the Form DS-7002, when applying for a J-1 visa at a U.S. embassy or consulate. The DS-7002 outlines the proposed internship. It demonstrates that the Student-Intern and the hosting Midwest University have agreed on the educational research objectives that will be reached during the internship program. It also explains how the Student-Intern will be supervised throughout the internship.

### ENGLISH PROFICIENCY REQUIREMENT:

- If a Student-Intern will enroll in a Midwest course for credit as required by the Faculty Mentor and stated on the DS-7002 Internship Plan, the Student-Intern will be required to provide evidence of meeting the University's English proficiency standard as set by the Office of Admission. The Student-Intern may also be required to be admitted (e.g., non-degree) in order to enroll.
- All other Prospective Student-Interns must provide evidence of meeting the J-1 English proficiency standard as outlined on the J-1 English Proficiency Form.

Please complete this MIO form which the primary supervisor will then sign. We have provided some examples that should assist you in answering the questions below. After you submit this form to MIO, a J Advisor will review and respond. If the information is approved, the J Advisor will enter the information into SEVIS and print the ID.

### SECTION 1: PART I

- Student-Intern Name: Must match passport. Surname/First Name
  - E-mail Address: Provide the student-internal's email address
  - Current Field of Study: Student-Intern's current academic field
  - Type of Degree or Certificate: Student-Intern's current level of the Bachelor's, Master's, Ph.D., M.D., etc.
  - Date Expected: Date on which the student is expected to graduate
  - Internship Dates: From MM/DD/YYYY to MM/DD/YYYY. Start and end dates of the LMN inter of the Student-Intern program begin
- ### SECTION 2:
- Organization Name: Name of LMN Department
  - Street Address or Internship Site: Complete address and building name
  - Website: Website for the department/hosting organization
  - Internship Hours per Week: Minimum of 32 hours per week
- Midwest International Office | 187  
630-327-4646 | jml@miio.com

U.S. Department of State  
TRAINING/INTERNSHIP PLACEMENT PLAN

SECTION 1: ADDITIONAL EXCHANGE VISITOR INFORMATION

Trainee/Intern Name (Surname/Primary, Given Name(s) (must match passport name)) [Redacted] Email Address [Redacted]

Program Sponsor [Redacted] Program Category [Redacted] Student Intern

Occupational Category [Redacted] Current Field of Study/Profession [Redacted] Experience in Field (number of years) [Redacted]

Type of Degree or Certificate [Redacted] Date Awarded (mm-dd-yyyy) or Expected [Redacted] Training/Internship Dates (mm-dd-yyyy) [Redacted]

SECTION 2: COMPENSATION

Organization Name [Redacted] Address [Redacted] Suite [Redacted]

City [Redacted] State [Redacted] ZIP Code [Redacted] Website URL [Redacted]

Employer ID Number (EIN) [Redacted] Exchange Visitor Hours Per Week [Redacted] Compensation Non-Monetary [Redacted] Stipend Yes No If Yes, how much? [Redacted]

Workers' Compensation Policy [Redacted] Does your Workers' Compensation policy cover exchange visitors? [Redacted]

Number of FT Employees Onsite at Location [Redacted] Annual Revenue [Redacted]

SECTION 3: CERTIFICATIONS

I, the undersigned, certify that:

- I have reviewed, understand, and will follow this Training/Internship Placement Plan (TIPIP);
- I am entering into this Exchange Visitor Program in order to participate as a Trainee or Intern as delineated in this TIPIP and not simply to engage in labor or work within the United States;
- I understand that the intent of the Exchange Visitor Program is to allow me to enhance my skills and gain exposure to U.S. culture and business in a way that will be useful to me when I return home upon completion of my program;
- I understand that my involvement/behavior will take place only at the organization listed on this TIPIP and that working at another organization while on the Exchange Visitor Program is prohibited;
- I will contact the Sponsor at the earliest available opportunity regarding any concerns, changes in, or deviations from this TIPIP;
- I will report to a timely way to all equities and monitoring activities of my sponsor;
- I will follow all of my sponsor's guidelines required for my participation in my program;
- I will contact the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) at the earliest possible opportunity if I believe that my sponsor or supervisor (as set forth on page 3, section 4), is not providing me with a legitimate internship or training, as delineated on my TIPIP; and
- I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. This law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

Printed Name of Trainee/Intern [Redacted] Date (mm-dd-yyyy) [Redacted]

Signature of Trainee/Intern [Redacted]

DS-7002 93-2015 Page 1 of 4

- Who fills out what?
  - Midwest Faculty Mentor and the host department fill out the MIRI form
  - MIRI reviews the information to be sure it is both complete and that an educated layperson can understand and follow
  - Once all information is complete, MIRI enters it on the DS-7002
  - MIRI signs and sends this form to the host department for signatures
- Let's take a tour of each section

# DS-7002 Information Form: Page 1



Midwest International Research Institute (MIRI)  
Midwest University  
USA (Valid 10/2019)  
J-1 Exchange Research Student Post Doctoral Fellow Program

## DS-7002 INFORMATION FORM

A J-1 Student-Intern is required to present a Training/Internship Placement Plan, known as the Form DS-7002, when applying for a J-1 visa at a U.S. embassy or consulate. The DS-7002 outlines the proposed internship. It demonstrates that the Student-Intern and the hosting Midwest University have agreed on the educational research objectives that will be reached during the internship program. It also explains how the Student-Intern will be supervised throughout the internship.

### ENGLISH PROFICIENCY REQUIREMENT:

1. If a Student-Intern will enroll in a Midwest course for credit as required by the Faculty Mentor and stated on the DS-7002 Internship Plan, the Student-Intern will be required to provide evidence of meeting the University's English proficiency standard as set by the Office of Admission. The Student-Intern may also be required to be admitted (e.g., non-degree) in order to enroll;
2. All other Prospective Student-Interns must provide evidence of meeting the J-1 English proficiency standard as outlined on the J-1 English Proficiency Form.

Please complete this MIO form which the primary supervisor will then sign. We have provided some examples that should assist you in answering the questions below. After you submit this form to MIO, a J Advisor will review and respond. If the information is approved, the J Advisor will enter the information into SEVIS and print the DS-7002.

### SECTION 1: PARTICIPANT INFORMATION

1. Student-Intern Name:	<input type="text"/>	<input type="text"/>
	Must match passport: Surname/Primary Given name(s)	
2. E-mail Address:	<input type="text"/>	
	Provide the student-intern's email address	
3. Current Field of Study:	<input type="text"/>	
	Student-Intern's current academic field of study (i.e. major) at their home institution	
4. Type of Degree or Certificate:	<input type="text"/>	
	Student-Intern's current level of study at their home university, for example: Bachelor's, Master's, PhD, MD, etc. The student must be currently enrolled in this program	
5. Date Expected:	<input type="text"/>	
	Date on which the student is expected to complete his or her current program of study	
6. Internship Dates:	<input type="text"/>	<input type="text"/>
	From MM/DD/YYYY To MM/DD/YYYY	
	Start and end dates of the UMN internship, up to 12 months. Note that the J regulations do not permit an extension of the Student-Intern program beyond 12 months.	

### SECTION 2: COMPENSATION

7. Organization Name:	<input type="text"/>
	Name of UMN Department
8. Street Address or Internship Site:	<input type="text"/>
	Complete address and building name where the internship will take place
9. Website:	<input type="text"/>
	Website for the department hosting the Student-Intern
10. Internship Hours per Week:	<input type="text"/>
	Minimum of 32 hours per week

Midwest International Research Institute | 851 Parr Rd. Wentzville, MO 63385 U.S.A

(636) 327-4645 | miri@midwest.edu | www.midwest.edu

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- ▶ Background information regarding the Student-Intern and your Midwest department
- ▶ Clarifications and reminders are under the text boxes
- ▶ Internship dates must be precise
  - ▶ All training must include these dates
  - ▶ Student-Intern cannot be awarded his/her degree before the end date of the Internship

# DS-7002 Information Form: Page 2

11. Compensation Stipend:  Yes  No  
Yes or No if your UMN Department will give the Student-Intern funds.

- If Yes, how much?  per   
Amount Hour, week, month, etc.  
Amount and frequency of stipend, e.g. \$500 per month, \$15 per hour, etc.

- Non-Monetary Compensation Value:   
If your Midwest University will pay for housing, food, flight(s), conference fees, seminar fees, etc., add the total and enter amount above.

## SECTION 3

NOTE: Section 3 will be included in the final DS-7002

- ▶ Will Midwest provide any compensation to the Student-Intern?
  - ▶ Payment is not required, but the Student-Intern will need some source of funds (e.g. family, award from school, etc.)
  - ▶ Minimum monthly amount is \$1,300



# DS-7002 Information Form: Page 3

## SECTION 4: TRAINING/INTERNSHIP PLACEMENT PLAN

12. Student-Intern Name:    
Must match passport: Surname/Primary Given name(s)

13. Main Program Supervisor Name:   
Name of Supervisor or PI

14. Title:   
Supervisor's title

15. Supervisor Contact Information:    
Phone Fax  
  
Email

## PHASE INFORMATION

NOTE: For internships 6 months or longer, a minimum of two phases is required. Further, if training occurs at two or more locations (sites), each location is considered a phase and requires a separate description. You will need to complete a separate Section 4 for each individual phase.

16. Phase Site Name:   
List specific lab or academic department

17. Internship Field:   
Specific field of internship such as engineering, physics, etc.

18. Phase Site Address:   
Street address of primary site of activity

19. Phase Name:   
- If the internship only has one phase, you can list Student-Internship.  
- An internship can have multiple phases, such as observation phase, lab work phase, etc. If this is the case, the phase should be named accordingly.

20. Start Date of Phase and End Date of Phase:  -   
From MM/DD/YYYY To MM/DD/YYYY

21. Phase  of  You can list 1 of 1 if there is only one internship phase.

22. Primary Phase Supervisor:   
Name of Supervisor: Who will be the main supervisor for the Student-Intern (during this phase)? If there will be co-supervisors, enter the information for the supervisor who will have the most contact with the Student-Intern.

23. Description of the Student-Intern's Role:  
Brief, 1-2 sentence description stating specifically how the internship will complement the Student-Intern's academic program at his or her home institution.

- **Example 1:** The Student-Intern will be in charge of supporting technical work related to the regulation of adult stem cell activity in multiple mammalian tissues.
- **Example 2:** The Student-Intern will be responsible for the development of a scientific manuscript in the field of reproductive medicine and nutrition that could be submitted for publication to a peer-reviewed medical journal.
- **Example 3:** The Student-Intern will take part in the daily work at <name of lab/department>. He will perform supervised and non-supervised cell-sorts, sorting up to 8-colors of cell staining and analysis. He will perform short-term supervised research projects.

- ▶ Name, title, contact information for Main Supervisor, or Faculty Mentor

# DS-7002 Information Form: Page 3

## SECTION 4: TRAINING/INTERNSHIP PLACEMENT PLAN

12. Student-Intern Name:    
Must match passport: Surname/Primary Given name(s)

13. Main Program Supervisor Name:   
Name of Supervisor or PI

14. Title:   
Supervisor's title

15. Supervisor Contact Information:    
Phone Fax  
  
Email

## PHASE INFORMATION

NOTE: For internships 6 months or longer, a minimum of two phases is required. Further, if training occurs at two or more locations (sites), each location is considered a phase and requires a separate description. You will need to complete a separate Section 4 for each individual phase.

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Specific field of internship such as engineering, physics, etc.

18. Phase Site Address:   
Street address of primary site of activity

19. Phase Name:   
- If the internship only has **one phase**, you can list Student-Internship.  
- An internship can have **multiple phases**, such as observation phase, lab work phase, etc. If this is the case, the phase should be named accordingly.

20. Start Date of Phase and End Date of Phase:  -   
From MMDD/YYYY To MMDD/YYYY

21. Phase  of  You can list 1 of 1 if there is only one internship phase.

22. Primary Phase Supervisor:   
Name of Supervisor: Who will be the main supervisor for the Student-Intern (during this phase)? If there will be co-supervisors, enter the information for the supervisor who will have the most contact with the Student-Intern.

23. Description of the Student-Intern's Role:  
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Midwest International Research Institute | 851 Parr Rd. Wentzville, MO 63385 U.S.A.  
(636) 327-4645 | miri@midwest.edu | www.midwest.edu

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## Phase Information

- ▶ How long is the internship?
    - ▶ 1 phase: 3 weeks to less than 6 months
    - ▶ 2+ phases: 6 months to 1 year
  - ▶ Will the Internship be conducted in a single location (and supervisor)?
    - ▶ One phase
  - ▶ Or will it be conducted in two or more locations (or supervisors\*)?
    - ▶ Multiple phases
    - ▶ Each phase requires separate pages 3-6
- \*Particularly if each supervisor provides training of different knowledge, skills, or techniques.*

# DS-7002 Information Form: Page 3

## SECTION 4: TRAINING/INTERNSHIP PLACEMENT PLAN

12. Student-Intern Name:    
Must match passport: Surname/Primary Given name(s)

13. Main Program Supervisor Name:   
Name of Supervisor or PI

14. Title:   
Supervisor's title

15. Supervisor Contact Information:    
Phone Fax

Email

### PHASE INFORMATION

NOTE: For internships 6 months or longer, a minimum of two phases is required. Further, if training occurs at two or more locations (sites), each location is considered a phase and requires a separate description. You will need to complete a separate Section 4 for each individual phase.

16. Phase Site Name:   
List specific lab or academic department

17. Internship Field:   
Specific field of internship such as engineering, physics, etc.

18. Phase Site Address:   
Street address of primary site of activity

19. Phase Name:   
- If the internship only has one phase, you can list Student-Internship.  
- An internship can have multiple phases, such as observation phase, lab work phase, etc. If this is the case, the phase should be named accordingly.

20. Start Date of Phase and End Date of Phase:  -   
From MM/DD/YYYY To MM/DD/YYYY

21. Phase  of  You can list 1 of 1 if there is only one internship phase.

22. Primary Phase Supervisor:   
Name of Supervisor: Who will be the main supervisor for the Student-Intern (during this phase)? If there will be co-supervisors, enter the information for the supervisor who will have the most contact with the Student-Intern.

23. Description of the Student-Intern's Role:  
Brief, 1-2 sentence description stating specifically how the internship will complement the Student-Intern's academic program at his or her home institution.

- Example 1: The Student-Intern will be in charge of supporting technical work related to the regulation of adult stem cell activity in multiple mammalian tissues.
- Example 2: The Student-Intern will be responsible for the development of a scientific manuscript in the field of reproductive medicine and nutrition that could be submitted for publication to a peer-reviewed medical journal.
- Example 3: The Student-Intern will take part in the daily work at <name of lab/department>. He will perform supervised and non-supervised cell-sorts, sorting up to 8-colors of cell staining and analysis. He will perform short-term supervised research projects.

- ▶ Phase Information
  - ▶ Specific to this phase, if there are 2 or more phases
- ▶ Start Date and End Date of the phase
  - ▶ Phase dates must cover entire Internship (dates on Page 1)
- ▶ Student-Intern's role
  - ▶ How does this internship (or phase) complement the Student-Intern's academic program at home?

# DS-7002 Information Form: Page 4

## 24. Specific Goals and Objectives for This Phase:

This section must illustrate what will be learned by the Student-Intern. What must happen in order for this phase to be completed? What must happen before the Student-Intern can move on to the next phase, if applicable? A publication or a thesis can be an objective.

- **Example 1:** The objective of this internship is to provide the Student-Intern with research experience that will be used to complete the requirements for his Master's degree in Molecular Bioscience at X University. We will train him in multiple techniques relevant to cell biology, molecular genetics and biochemistry. By the end of his training, he should be familiar with interpreting data from multiple experiments and developing hypotheses for further testing.
- **Example 2:** Specific tasks will include statistical data analysis, literature reviews, manuscript drafting and revision. Emphasis will be placed on data analysis. The Student-Intern will learn how to write a scientific report for publication in a peer reviewed medical journal and will acquire: User-level knowledge of epidemiologic study design; Basic user-level knowledge of statistical techniques for the analysis of medical data; User-level knowledge of implementation of epidemiologic and statistical concepts of reproductive medicine and nutrition problems
- **Example 3:** To be able to run and troubleshoot special order instruments; Learn how to design and to perform up to 8 colors multi-color cytometry staining and analysis; Run cell sorting under different pressure conditions and interchangeable nozzles; Become familiar with: 96 well plate sorting; Slide Cell sorting; Micro- and nanoparticles sorting.

## 25. Names and Title of Those Who Will Provide Daily Supervision. What are these persons' qualifications to teach the planned learning? Each person who will have supervisory responsibilities must be listed here.

- Name, Title, Qualifications (e.g. Ph.D. in Epidemiology, Co-author of 10 peer-reviewed publications in medical journals)
- Professor X has been a Faculty Member for 5 years, and he currently supervises a research team consisting of 10 postdoctoral fellows and 3 Research Associates.

## 26. What Plans Are in Place for the Student-Intern to Participate in Cultural Activities While in the United States?

American cultural activities are a requirement of the J-1 Student-Intern regulations. The expectation is that, as the host department, you will provide the Student-Intern with planned, intentional American cultural experiences. It is not sufficient for the Student-Intern to simply have incidental contact with American students or researchers at an American university.

- Examples: The Student-Intern will be invited to attend conferences/lectures in the X department; participate in department happy hours or socials (only if the student is over the age of 21); attend dinner at supervisor's home; attend concerts or film festivals; attend specific MIO-sponsored events; attend sporting events; museum visits; holiday parties; BBQ/picnic; or visiting local cultural festivals.

Midwest International Research Institute | 851 Parr Rd. Wentzville, MO 63385 U.S.A

(636) 327-4645 | miri@midwest.edu | www.midwest.edu

4

- ▶ Internship goals and objectives
  - ▶ What will the Student-Intern learn?
  - ▶ What are the overall objectives of the internship (or phase)?
- ▶ Who will supervise and how often? What are their qualifications?
  - ▶ Names, Titles, Qualifications for up to 4 people who will have daily supervision of student-intern
- ▶ Cultural activities
  - ▶ Requirement of J regulations
  - ▶ Planned, intentional American cultural experiences
  - ▶ Incidental contact does not count

# DS-7002 Information Form: Page 5

## 27. What Specific Knowledge, Skills, or Techniques Will Be Learned?

The response should expand on the Goals and Objectives. It should provide substantial details regarding what the Student-Intern is going to learn by the end of the internship.

- **Example:** The Student-Intern will become familiar with FACS analysis, mammalian cell culture techniques, Cas9-mediated mutations, transgenic animal generation and western blots.

## 28. How, specifically, Will These Knowledge, Skills or Techniques Be Taught? Include Specific Tasks and Activities. See the English Proficiency Statement on Page 1 of these Instructions.

- **Example 1:** The Student-Intern will enroll in a four-credit course, Organic Chemistry Lab, in order to learn lab techniques for organic chemistry. He will be closely monitored by a postdoctoral fellow in Professor X's laboratory. He will begin by learning and observing techniques; practicing one or two at a time and becoming proficient before adding more, and ultimately will be expected to become independent and proficient such that he can complete these lab techniques himself. There will be weekly lab team meetings with opportunities for questions and discussion.
- **Example 2:** The Student-Intern will join a week-long training provided by X lab to become an auditor in introductory-level epidemiology and biostatistics courses offered to graduate students. The Student-Intern will also participate in a bi-weekly seminar at the Nutrition and Epidemiology departments. The Student-Intern will participate in the weekly and monthly meetings of Dr. X's lab research groups, at which research projects for students and post-docs are discussed.
- **Example 3:** The Student-Intern will attend non-credit, departmental lectures on instrumentation and cytometry. He will assist with the calibration of equipment and fluorescent protein-based cell sorting. He will assist with multi-color cell analysis; DNA and cell analysis; and imaging cytometry analysis. He is expected to become familiar with FACS data standards, and batching analysis. We fully expect him to develop expertise through specific short-term research projects.

## 29. How Will the Trainee or Intern's Acquisition of New Skills and Competencies Be Measured?

This section must describe how the faculty supervisor is evaluating the performance of the Student-Intern in light of the goals and objectives described in the training plan. The faculty supervisor is required to complete a written evaluation of the Student-Intern if the internship lasts 6 months or less, and two written evaluations if the internship is longer than 6 months. Evaluations must be in writing and provided at the conclusion of a phase and/or the Internship. ISSS has sample Evaluation forms (Mid-point and Final) that you may use if needed.

- **Example 1:** The Student-Intern's performance will be evaluated weekly by Professor X, and daily by graduate students and postdoctoral fellows working with the Student-Intern. The Student-Intern's acquisition of new skills will be measured by the research results and conclusions he draws; this will be documented as part of a final, written report that will be submitted to his dissertation advisor at Y University. He will also receive a grade in the Organic Chemistry course he will enroll in.
- **Example 2:** Performance will be evaluated by the achievement of specific tasks necessary to produce a high-quality scientific manuscript. This includes evaluation of progress with analyses; generation of tables and figures; and generation of manuscript drafts. Depending on performance, the Student-Intern may also be encouraged to produce abstracts for scientific meetings based on his work. His work will be measured on a daily basis using a scale from 1 to 5. This daily evaluation will be sent to his home university and provided to him directly upon completion of the internship.

- ▶ What knowledge, skills, or techniques will be learned?
  - ▶ Expand upon the goals and objectives with substantial details of what the Student-Intern should learn
- ▶ What specific tasks and activities will be taught toward acquisition of the knowledge, skills, and techniques?
  - ▶ If you are starting to think this sounds like designing a syllabus, you are on the right track.
- ▶ Evaluation methods
  - ▶ All Student-Interns must have a Final Evaluation
  - ▶ Internships 6 months or longer also require Mid-point Evaluation
  - ▶ MIRI has forms available, if desired

# DS-7002 Information Form: Page 6

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Midwest International Research Institute (MIRI)  
Midwest University  
USDS certified DS-2019  
J-1 Exchange, Research Scholar, Prof, Student-Intern Programs

## DS-7002 INFORMATION FORM

**30. Additional Phase Remarks**  
You may add anything you believe is important. (This section is optional)

▶ Additional, optional remarks

# The DS-7002

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- ▶ Part of Step 1, Determination of Eligibility
  - ▶ Also, MIRI English Proficiency and Eligibility forms
- ▶ MIRI
  - ▶ Reviews and approves
  - ▶ Enters DS-7002 information in U.S. Department of State form
  - ▶ Also enters information in SEVIS
  - ▶ Prints, signs, and sends DS-7002 to Midwest Department

What is a DS-2019?  
Is it still necessary?



# The DS-2019

U.S. Department of State CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR(J-1) STATUS				ONE APPROVAL NO. 18150-1 FORM DS-2019 EXPIRES 30 DAYS FROM THE DATE ISSUED
1. Host Name:		Unit Name:	Street Name:	Gender:
Date of Birth: 27/07/91		City or Town:	Country: Serbia	Country: Serbia
Legal Resident (Indicate Country Code):		Legal Permanent Resident Country:	Valid Until:	Residence:
U.S. Address:		J-1		
2. Program Name: University of Mississippi		Exchange Visitor Program Number: P-1-00648		
Participating Exchange Visitor Program: PROFESSOR; RESEARCH SCHOLAR; SHORT-TERM SCHOLAR; STUDENT ASSOCIATE; STUDENT BACHELORS; STUDENT DOCTORATE; STUDENT NARRATOR; STUDENT NON-DEGREE				
Program Status (See Form DS-2019-1):				
3. Form DS-2019 (Issued): Form No. DS-2019-1		4. Exchange Visitor Category: S1 (F-1) (S-1) (S-2) (S-3) (S-4) (S-5) (S-6) (S-7) (S-8) (S-9) (S-10) (S-11) (S-12) (S-13) (S-14) (S-15) (S-16) (S-17) (S-18) (S-19) (S-20) (S-21) (S-22) (S-23) (S-24) (S-25) (S-26) (S-27) (S-28) (S-29) (S-30) (S-31) (S-32) (S-33) (S-34) (S-35) (S-36) (S-37) (S-38) (S-39) (S-40) (S-41) (S-42) (S-43) (S-44) (S-45) (S-46) (S-47) (S-48) (S-49) (S-50) (S-51) (S-52) (S-53) (S-54) (S-55) (S-56) (S-57) (S-58) (S-59) (S-60) (S-61) (S-62) (S-63) (S-64) (S-65) (S-66) (S-67) (S-68) (S-69) (S-70) (S-71) (S-72) (S-73) (S-74) (S-75) (S-76) (S-77) (S-78) (S-79) (S-80) (S-81) (S-82) (S-83) (S-84) (S-85) (S-86) (S-87) (S-88) (S-89) (S-90) (S-91) (S-92) (S-93) (S-94) (S-95) (S-96) (S-97) (S-98) (S-99) (S-100)		
5. The holder of this certificate is eligible for admission to the United States as an Exchange Visitor (J-1) in the category indicated by the code on the certificate. The holder of this certificate is not eligible for admission to the United States as an Exchange Visitor (J-1) in the category indicated by the code on the certificate. The holder of this certificate is not eligible for admission to the United States as an Exchange Visitor (J-1) in the category indicated by the code on the certificate. The holder of this certificate is not eligible for admission to the United States as an Exchange Visitor (J-1) in the category indicated by the code on the certificate.				
6. U.S. DEPARTMENT OF STATE, PUBLIC ORIGINATOR OF THIS CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR (J-1) STATUS. THIS CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR (J-1) STATUS IS PROVIDED TO THE U.S. DEPARTMENT OF STATE BY THE U.S. DEPARTMENT OF STATE.		7. Signature of Responsible Officer or Designated Officer		Alternate Responsible Officer
8. Signature of Responsible Officer or Designated Officer		Signature of Responsible Officer or Designated Officer		Signature of Responsible Officer or Designated Officer
9. Signature of Responsible Officer or Designated Officer		Signature of Responsible Officer or Designated Officer		Signature of Responsible Officer or Designated Officer
10. Signature of Responsible Officer or Designated Officer		Signature of Responsible Officer or Designated Officer		Signature of Responsible Officer or Designated Officer
11. Signature of Responsible Officer or Designated Officer		Signature of Responsible Officer or Designated Officer		Signature of Responsible Officer or Designated Officer
12. Signature of Responsible Officer or Designated Officer		Signature of Responsible Officer or Designated Officer		Signature of Responsible Officer or Designated Officer
13. Signature of Responsible Officer or Designated Officer		Signature of Responsible Officer or Designated Officer		Signature of Responsible Officer or Designated Officer
14. Signature of Responsible Officer or Designated Officer		Signature of Responsible Officer or Designated Officer		Signature of Responsible Officer or Designated Officer
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16. Signature of Responsible Officer or Designated Officer		Signature of Responsible Officer or Designated Officer		Signature of Responsible Officer or Designated Officer
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24. Signature of Responsible Officer or Designated Officer		Signature of Responsible Officer or Designated Officer		Signature of Responsible Officer or Designated Officer
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27. Signature of Responsible Officer or Designated Officer		Signature of Responsible Officer or Designated Officer		Signature of Responsible Officer or Designated Officer
28. Signature of Responsible Officer or Designated Officer		Signature of Responsible Officer or Designated Officer		Signature of Responsible Officer or Designated Officer
29. Signature of Responsible Officer or Designated Officer		Signature of Responsible Officer or Designated Officer		Signature of Responsible Officer or Designated Officer
30. Signature of Responsible Officer or Designated Officer		Signature of Responsible Officer or Designated Officer		Signature of Responsible Officer or Designated Officer

- ▶ The DS-2019 is the J-1 status document
- ▶ All J-1s (and J-2s) must have a DS-2019
- ▶ Required for J-1 visa application
- ▶ Required for J-1 benefits
  - ▶ E.g. Employment, travel, transfer, etc.

# The DS-2019

U.S. Department of State  
**CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR(J-1) STATUS**  
OMB APPROVAL NO. 1515-0048  
 OMB CONTROL NUMBER  
 OFFICIAL USE ONLY - THIS IS NOT A FORM

1. Applicant's Name: <b>Urfat Khan</b>		2. Date of Birth: <b>01/23/1989</b>	3. City of Birth: _____	4. Country of Birth: _____	5. Citizenship/Country Code: _____	6. Gender: <b>Female</b>
7. Legal Permanent Resident Country Code: _____ Legal Permanent Resident Country: _____ Point of Entry: _____						
8. U.S. Address: <b>3383A/02002</b>						
9. Program Name: <b>International Student Exchange</b>				10. Exchange Visitor Program Number: <b>9-1-88848</b>		
11. Participating Program Organization: <b>PROFESSIONAL FERRARIANCE EXCHANGE; SHORT-TERM SCHOLAR; STUDENT ASSOCIATE; STUDENT EXCHANGE; STUDENT EXCHANGE; STUDENT EXCHANGE; STUDENT EXCHANGE</b>						
Foreign Address Item: _____						
12. Home Country (Home): _____			13. Exchange Visitor Category: _____			
14. Home Address (Home): _____			15. Subject to Visa: _____			
16. Exchange Visitor Category: _____						
17. U.S. Department of State, and USE OR CANCELLATION BY: _____						
18. Signature of Responsible Officer: _____						
19. Signature of Responsible Officer: _____						
20. Signature of Responsible Officer: _____						

DS-2019 (Form of 04/14) Page 1 of 1

## Certificate of Eligibility

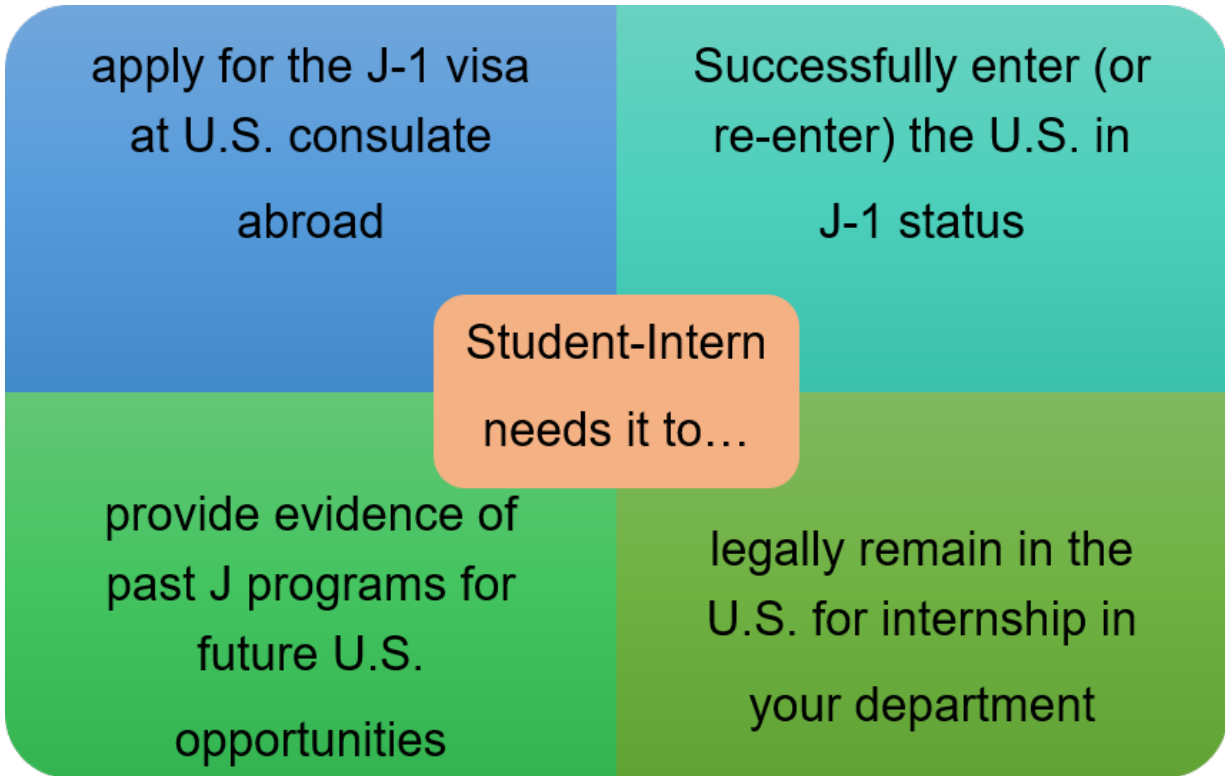
- ▶ Every DS-2019 contains a SEVIS ID in the upper right-hand corner unique to each J Exchange Visitor. This ID is needed when paying the SEVIS fee.

- ▶ Dependents of J-1 Student-Interns (J-2s) must possess their own DS-2019.



# Importance of an accurate DS-2019

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# J-1 Regulations/Policies

# J-1 Program Regulations

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- ▶ English Language Proficiency
- ▶ Engage in Defined Activities
- ▶ Authorized Employment only
- ▶ Health Insurance Requirements
- ▶ 2 Year Home Residency Requirement (2 Year Rule)
- ▶ 12 Month bar
- ▶ 24 Month bar
- ▶ Patient Contact

# English Language Proficiency

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## ▶ Past regulations

- ▶ “The exchange visitor possesses sufficient proficiency in the English language to participate in his or her program.”  
- CFR 22 62.10 (a) (2)

## ▶ Effective Jan. 5, 2015

- ▶ "sufficient proficiency in the English language, as determined by an objective measurement of English language proficiency, successfully to participate in his or her program and to function on a day-to-day basis."

# Engage in Defined Activities

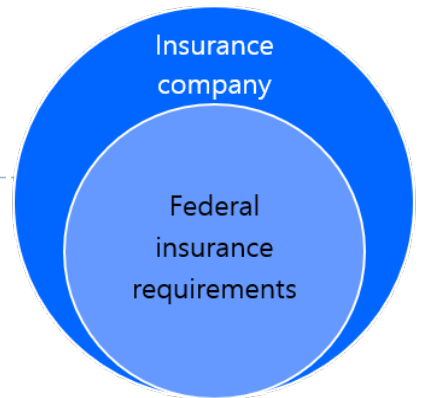
---

- ▶ Student-Interns are here to receive training that fulfills the educational objectives for his or her current degree program at home and can not enroll in courses unless they are required on the DS-7002.
- ▶ A change of category from student-intern to scholar (or to student) or vice versa requires the individual to leave the U.S. and re-enter on a new DS-2019 that reflects the correct category.



# Health Insurance

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- ▶ J-1 visitors and their dependents are required by law to carry health insurance that meet specific U.S. Federal regulations.
- ▶ The Midwest University requires all J-1 Student-Interns and their dependents to purchase the Insurance company regardless of the duration of their stay in the U.S.
- ▶ This is stated on the Statement of Responsibilities, which is part of the MIRI application and signed by the Student-Intern prior to MIRI issuing the DS-7002 and DS-2019. The information also accompanies these documents issued by MIRI.

# Midwest Health Insurance Policy

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- ▶ If the J-1 Student-Intern does not purchase the Midwest's insurance for themselves and their dependent(s), the Student-Intern will not be eligible for MIRI benefits. Including:
  - ▶ Travel/Reentry Signature
  - ▶ DS-2019 Extension
  - ▶ Dependent DS-2019 Request
  - ▶ Financial Update

# Midwest Health Insurance Policy

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- ▶ If a Student-Intern's program with you is extended, s/he must also extend their health insurance coverage by contacting Office of Student Health Benefits or Human Resources

# Midwest Health Ins. Requirements

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J federal insurance requirements or MIRI benefits, contact:

- MIRI

Midwest insurance, exceptions/waivers, contact:

- Office of Student Health Benefits (for non-employed Student-Interns) and/or
- Human Resources (for Student-Interns eligible for employee benefits)

# Two Year Home Residency Requirement (a.k.a: "2 year rule" "212e")

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- ▶ If subject: Exchange Visitors (and dependents) are expected to return to their "home" countries and be physically present there for a total of two years before being eligible to return to the United States in immigrant (permanent residence/green card) status, H status (temporary workers and dependents), or L status (intra-company transferees and dependents).
- ▶ The exchange visitor who currently holds J-1 or J-2 Status and is subject to the 2-year rule is also not eligible for change of status to another visa status without leaving the United States.

# 12 Month Bar

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- ▶ Looking ahead: considering having a Student-Intern return as a Research Scholar or Professor?
- ▶ The visitor is not eligible for program participation as a J-1 Research Scholar or Professor if s/he has been physically present in the U.S. in J-1 or J-2 status for 6 months or more in the 12-month period immediately preceding the proposed DS-2019 start date, unless the participant is transferring to the Midwest University, or the participant's presence in the U.S. was as a J-1 Short -Term Scholar.

# 24 Month Bar

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- ▶ 24 Month Bar does not apply to Student-Interns
- ▶ Any exchange visitor who comes to the U.S. for any length of time in the Professor or Research Scholar categories will not be able to come back to the U.S. in the Professor or Research Scholar categories for a period of 24 months, once his/her J-1 program has ended.

# How does a department invite a J-1 Student-Intern to join them?

## Step 1: Determination of Eligibility

- **Faculty Mentor** reads Responsibilities
- **Midwest Department** emails to [miri@midwest.edu](mailto:miri@midwest.edu)
  - \* Prospective Student-Intern Eligibility form
  - \* English Proficiency form DS-7002 Information Form
- **Discussion with MIO**
  - \* Upon approval, MIRI:
  - \* Enters DS-7002 into SEVIS
  - \* Prints, signs, and sends DS-7002 to Dept

## Step 2: Complete and Collect Documents

- **Midwest Department:**
  - \* Signs, scans, and emails DS-7002 to Student-Intern for review and signature
  - \* Completes Host Department Application
  - \* Writes invitation/offer letter
- **Student-Intern submits to Midwest Dept:**
  - \* Signed DS-7002
  - \* Financial support documentation, if necessary
  - \* Copy of ID page of valid passport
  - \* Signed Statement of Responsibilities
  - \* Completed and signed letter from academic dean or advisor at home university (Home Institution Enrollment Verification)
  - \* J-2 Dependent application and passport ID pages, if necessary

## Step 3: Submit Application Packet to MIRI

- **Midwest University** emails to [miri@midwest.edu](mailto:miri@midwest.edu)
  - \* All documents in Step 2, including Administrative Fee form



# How does a department invite a J-1 Student-Intern to join them?



- MIRI prepares visa packet, including the DS-7002 and DS- 2019. MIRI notifies Department that packet is ready.

## • Department sends packet to Student-Intern

- The Student-Intern must have the **original DS-2019** to apply for their visa and to enter the U.S. They should not use a copy.
- They must have a copy of the DS-7002, signed by all parties, as well.

- Student-Intern pays SEVIS fee and applies for J-1 visa at U.S. consulate or embassy

- Student-Intern receives J-1 visa in passport
- Makes travel arrangements to enter the U.S.
- Can enter U.S. up to 30 days prior to start date on DS-2019

- Must check-in with MIRI within 25 days of the DS-2019 begin date
- Student-Intern brings all visa documents for review by MIRI
- MIRI provides check-in information

- For the entire duration of their DS-2019, the Student-Intern and all J-2 dependents must have either:
  - SHBP (unpaid)
  - Employee plan (paid)

- Only if the Student-Intern will be paid by Midwest

# J-1 Forms: Request a DS-2019 from MIRI

## Step 1

J-1 Scholars J-1 Students J-1 Student-Interns

Step 1

Forms for J-1 Student-Interns

**a. Forms for Inviting Student-Interns**

1. Prospective Student-Intern Application	<a href="#">PDF</a>
2. DS-7002 Also see our <a href="#">Tips for Completing the DS-7002</a>	<a href="#">PDF</a> (On Google Drive; UMN Login Required)
3. English Proficiency Requirement Form	<a href="#">PDF</a>
4. Host Department Application to Receive a J-1 Student Intern	<a href="#">PDF</a>
5. Student-Intern Administrative Fee Form	<a href="#">PDF</a>

**B. Student-Intern Evaluations**

1. Final Evaluation	<a href="#">PDF</a>
2. Mid-Point Evaluation (for programs longer than six months)	<a href="#">PDF</a>

# J-1 Forms: Request a DS-2019 from MIRI

## Step 2

J-1 Scholars J-1 Students J-1 Student-Interns

**Forms for J-1 Student-Interns**

**a. Forms for Inviting Student-Interns**

1. Prospective Student-Intern Application	<a href="#">PDF</a>
2. DS-7002 Also see our <a href="#">Tips for Completing the DS-7002</a>	<a href="#">PDF</a> (On Google Drive; UMN Login Required)
3. English Proficiency Requirement Form	<a href="#">PDF</a>
4. Host Department Application to Receive a J-1 Student Intern	<a href="#">PDF</a>
5. Student-Intern Administrative Fee Form	<a href="#">PDF</a>

**B. Student-Intern Evaluations**

1. Final Evaluation	<a href="#">PDF</a>
2. Mid-Point Evaluation (for programs longer than six months)	<a href="#">PDF</a>

Step 2

Includes

- Statement of Responsibilities and
- Home Institution Enrollment Verification

# The Host Department Application

## - Midwest record

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- ▶ PeopleSoft ID / EMPLID required to be created by hosting department for all prospective J-1 and J-2 regardless of appointment.
- ▶ Consider how your department will provide the Student-Intern access to U privileges (i.e. Ucard, library access, etc.)
- ▶ MIRI J-1 Forms page (currently under Scholars tab):

# Names, Passports, Spellings - Oh My !

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- ▶ Spellings should match bottom, machine-readable spelling of passport.
- ▶ Ex: Ø = OE

# The Host Department Application - Dates

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- ▶ The length of the DS-2019, and the DS-7002, are based on the length of the program **and** the funding available to the J-1 Student-Intern.
- ▶ Start date should be no sooner than 2 months in the future to allow for MIRI and consular processing.
- ▶ The Student-Intern could inquire about visa processing timelines at the U.S. consulate where she or he will apply for an entry visa (these timelines vary by consulate).
  - ▶ **Student-Interns MUST be able to arrive in U.S. no later than 25 days after the start date chosen! If delay, contact MIRI to amend dates.**

# The Host Department Application

## - Funds & Fee

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- ▶ Proof of funding attached. (ex: offer letter, bank statement, scholarship or grant letter, etc.). Proof of funding must be dated within 30 days from the submission of the application and in English.
- ▶ Fee Form. MIRI charges the Midwest hosting department a document processing fee, using the Midwest system. Currently, the fee is \$295.

# The Host Department Application

## - Signatures

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- ▶ Both the faculty mentor and the department head must sign the application. By signing, the faculty mentor agrees to be responsible for ensuring that:
  - ▶ The Student-Intern's primary activity is to receive training
  - ▶ They meet regularly with the Student-Intern to review activities and progress
  - ▶ The Student-Intern follows the steps to maintain his/her legal status
- ▶ **Statement of Responsibilities**
  - ▶ Must be signed by Student-Intern (scan is okay)



# Faculty Mentor Responsibilities

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- ▶ Final evaluations are required of all internships. If 6 months or longer, mid-point evaluations are also required
  - ▶ MIRI provides evaluation forms that Faculty Mentors can complete and sign
  - ▶ The student-intern must also sign the evaluation form
- ▶ Departments are to ensure that their incoming Student-Interns report their arrival within the time required (25 days from the start date shown on their DS-2019)
  - ▶ If you aren't sure, please ask us! Serious repercussions occur if a Student-Intern's arrival has not been reported

# Faculty Mentor Responsibilities

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- ▶ Extensions of stay cannot be granted if a Student-Intern has applied for and has been granted a waiver of the 2 Year Rule
- ▶ Student-Interns need to request extensions within 60 days before their current DS-2019 expires
  - ▶ This will also require a revision of the DS-7002!
- ▶ When Student-Interns end their J program early and depart the University (or when they change their immigration status), they need to inform MIRI

# Faculty Mentor Responsibilities

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- ▶ When a Student-Intern plans to travel abroad, please make sure they visit the “Travel Information” section on our website or contact a J advisor about their intentions.

# Submission Option for All Campuses

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- ▶ Submit all materials in *one* email to MIRI
  - ▶ **miri@midwest.edu**
  - ▶ Step 1 Eligibility Documents
    - ▶ Subject: “Prospective Student-Intern Eligibility Documents”
  - ▶ Step 2 Application Documents
    - ▶ Subject: “Student-Intern application for [name of Student-Intern]”

# Transfers of J Student-Interns

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## Eligibility:

- ▶ The Student-Intern must be in the U.S. as a J-1 Student-Intern
- ▶ Their category must remain the same (i.e. Student-Intern).
- ▶ Their J-1 activities have to be a continuation of the original purpose (they must continue the training that they were doing at the previous institution.
- ▶ They cannot have been approved by the Department of State for a waiver from the 2-year home residency requirement.

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**Step 5:  
Student-  
Intern Visa  
Application**



**Step 6:  
Travel to  
U.S.**



# I-94 Number (Arrival and Departure Record)

- ▶ Proof of lawful admission into U.S.
- ▶ D/S = Duration of Status, no specific end date
- ▶ Grace period after program completion (30 days)
- ▶ [www.cbp.gov/i94](http://www.cbp.gov/i94)

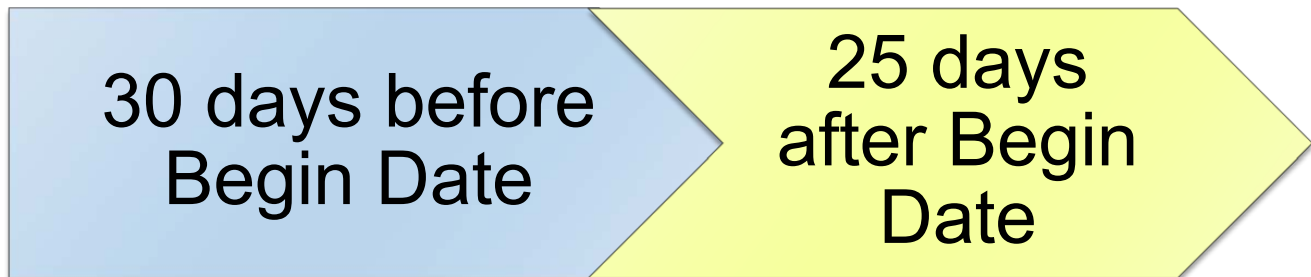
The screenshot shows the U.S. Customs and Border Protection website's I-94 Number Retrieval page. At the top, there is a header with the U.S. Department of Homeland Security logo and the text "U.S. Customs and Border Protection Securing America's Borders". On the right side of the header, it says "OMB No. 1651-0111" and "Expiration Date: 11/30/2014". Below the header, there are two tabs: "Get I-94 Number" (selected) and "I-94 FAQ". The main heading is "Admission (I-94) Number Retrieval". Underneath, there is a section titled "Get I-94 Number" with a paragraph of instructions: "The following information is required to retrieve your Admission (I-94) number. Enter the information as it appears on the travel document you used to enter the United States." A notice follows: "NOTICE: If you are trying to retrieve an I-94 number from an entry from March 2013 to May 2013, it may not currently be available in the system." Below the notice is a link to the "Privacy Policy". The form contains several input fields: "Family Name" (text box), "First (Given) Name" (text box), "Birth Date (MM/DD/YYYY)" (text box with a "select" dropdown), "Passport Number" (text box), "Country of Issuance" (dropdown menu), "Most Recent Date of Entry (MM/DD/YYYY)" (text box with a "select" dropdown), and "Class of Admission" (dropdown menu). A "Submit" button is located at the bottom of the form. A note at the bottom of the form reads: "▶ Note: For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number." At the very bottom, there is a small disclaimer: "An agency may not conduct or sponsor an information collection and a person is not required to respond to this information unless it displays a current valid OMB control number. The control number for this collection is 1651-0111. The estimated average time to complete this application is 4 minutes. If you have any comments regarding the burden estimate you can write to U.S. Customs and Border Protection, Office of Regulations and Rulings, 90 K Street, NE, Washington DC 20229."



# Arrival Grace Period (55 days)

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- ▶ Student-Intern Check-In: Student-Interns are to report arrival with MIRI no later than 25 days after the start date
- ▶ When arrival into the U.S. will be delayed for more than 25 days beyond the start date, the department or Student-Intern must request an amended start date on the DS-2019.



# Amendment to Start Date

DS-2019

U.S. Department of State  
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR STATUS (J-NONIMMIGRANT)

OMB APPROVAL NO. 1485-0119  
09/20/07  
ESTIMATED BURDEN TIME: 45 min  
\*See Page 2

1. Applicant/Primary Name: [REDACTED] Gender: [REDACTED]  
Date of Birth (mm-dd-yyyy): [REDACTED] City of Birth: [REDACTED] Country of Birth: [REDACTED] Citizenship Country Code: [REDACTED] Citizenship Country: [REDACTED] J-1

Legal Permanent Resident Country Code: [REDACTED] Legal Permanent Resident Country: [REDACTED] Position Code: 215 Position: UNIVERSITY UNDERGRADUATE STUDENTS  
Primary Site of Activity: OBN Department of [REDACTED]  
MINNEAPOLIS, MN 55455-0150

2. Program Sponsor: University of Minnesota Program Number: P-1-00045  
Participating Program Official Description: PROFESSOR; RESEARCH SCHOLAR; SHORT-TERM SCHOLAR; STUDENT ASSOCIATE; STUDENT BACHELORS; STUDENT DOCTORATE; STUDENT INTERN; STUDENT MASTERS; STUDENT NON-DEGREE

3. From (mm-dd-yyyy): 08-01-2016  
4. Exchange Visitor Category: STUDENT INTERN

5. From (mm-dd-yyyy): 02-04-2017

Program of this form: Begin new program; accompanied by number (0) of immediate family members.

DS-7002

U.S. Department of State  
TRAINING/INTERNSHIP PLACEMENT PLAN

OMB APPROVAL NO. 1485-0119  
EXPIRATION DATE: 03-31-2018  
ESTIMATED BURDEN: 1.5 hours

SECTION 1: ADDITIONAL EXCHANGE VISITOR INFORMATION

Trainee/Intern Name (Surname/Primary, Given Name(s) (must match passport name): [REDACTED] E-mail Address: [REDACTED]

Program Sponsor: University of Minnesota Program Category: Student Intern

Occupational Category: Student Current Field of Study/Profession: [REDACTED] Experience in Field (number of years): N/A

Type of Degree or Certificate: [REDACTED] Date Awarded (mm-dd-yyyy) or Expected: [REDACTED] Training/Internship Dates (mm-dd-yyyy): From 08-01-2016 To [REDACTED]

- ▶ If the student-intern cannot arrive to check in with MIRI within 25 days after the begin (or start) date on their DS-7002 and DS-2019, please contact an MIRI J adviser as soon as possible.

Start

Start

# Student-Intern Check-In

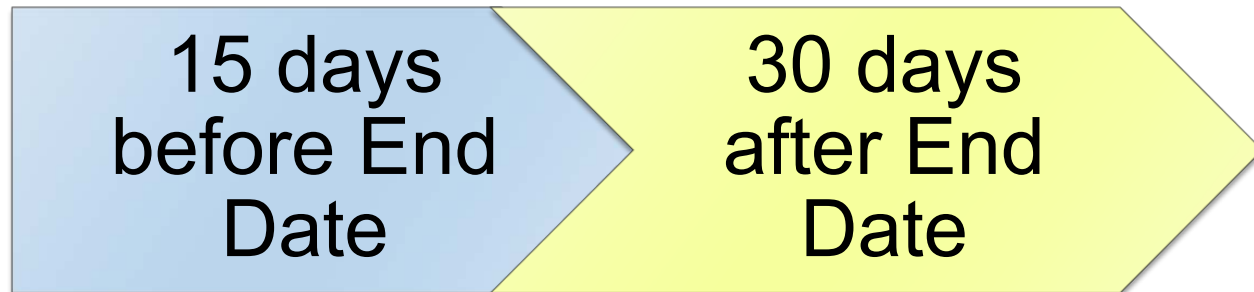
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- ▶ **Student-Intern Check-In** (within 25 days of the start date).
- ▶ ***Student-Interns may not engage in activities until the start date on their DS-2019.***
- ▶ If paid by the Midwest, the Student-Intern needs to:
  - ▶ Visit the Social Security office to apply for SSN (if applicable)
  - ▶ Report to Midwest payroll
- ▶ If not paid by the Midwest, Student-Intern is not eligible for a Social Security Number.
- ▶ Student-Interns who enter the U.S., but do not have their program validated by MIRI within 30 days of the start date, will be considered illegally present in the U.S.

# Departure Period

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- ▶ Student-Interns should submit the **Departure Form**
- ▶ A **Shortened Program DS-7002 and DS-2019** must be issued if Student-Intern's program ends more than 15 days before the end date on their DS-2019. Final evaluation must still be completed.
- ▶ Student-Interns have a 30-day grace period after the end date on their DS-7002 and DS-2019 in which to depart or to travel within the U.S. They are not allowed to be involved in any J-1 activities during the grace period even without pay.
- ▶ If the Student-Intern will not be able to complete their program before the DS-7002 and DS-2019 end date, the hosting department needs to request an extension of the DS-7002 and DS-2019 before the current documents expire. The Faculty Mentor will also be required to revise and submit a new DS-7002 before the current documents expire.



# Report Address Changes

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- ▶ J-1 Student-Interns are required to report address changes within 10 days of moving.
- ▶ Student-Interns will notify SEVIS by going into MIRI (if possible) and updating their personal information. MIRI will receive a notification when this has been done and will send the new information to SEVIS.
- ▶ If the Student -Intern does not have access to MIRI, they will have to request the hosting department to update the information on their behalf.

## J-2 Dependents

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- ▶ May apply for work authorization from USCIS
- ▶ Are subject to the 2 Year Rule if the J-1 is subject.
- ▶ Are subject to the 12 month bar if the J-1 is subject.
- ▶ Cannot remain in the U.S. after the J-1 completes their program or for long periods of time without the J-1 being present.
- ▶ May study full- or part-time.
- ▶ Must carry health insurance.

# Additional Issues

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- ▶ Contact your HR Administrator with questions related to:
  - ▶ % of Appointment
  - ▶ Title/Position (for immigration purposes, any position is fine EXCEPT Student or tenure-track classifications)
- ▶ Contact the Payroll Office with questions related to:
  - ▶ Tax Treaties
  - ▶ Tax Deductions
  - ▶ Tax issues related to payment of Honoraria vs. Reimbursements

# Helpful Links

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- ▶ MIRI info - [miri@midwest.edu](mailto:miri@midwest.edu)



# Main MIRI Contacts

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