The Form DS-7002, Training/Internship Placement Plan (T/IPP), is a controlled document of the Department of State. It is used only with a Trainee or Intern under 22 CFR 62.22, or a Student Intern under 22 CFR 62.23 respectively, to outline an exchange visitor's program activities.

If any of the information changes such as supervisor or primary location, this form must be updated, signed, and submitted to ISS.

The following is a sample version to assist departments in completing the DS-7002. The official DS-7002 can be accessed at eforms.state.gov.

Fill out this form electronically and submit to ISS as part of the Initial Eligibility Review.
J-1 STUDENT INTERN APPLICATION
SAMPLE OF DS-7002 TRAINING/INTERNSHIP PLACEMENT PLAN

1. Must be in the format of the machine readable zone at the bottom of the applicant’s passport ID page (last name/first name).

2. Student intern’s current degree. The Student Intern must be enrolled in a full-time program in their home country.

3. This must be the same completion date as submitted by the student on their J-1 Student Intern Home School Form.

4. The dates of the internship should reflect the dates of the position at CWRU and should match the dates on the DS-2019 form.

5. Must be 32 hours/week or more.

6. Stipend: Choose “Yes” or “No”
   - If “Yes”, list the frequency and the amount
   - If non-monetary, indicate what kind, i.e. ‘room and board’.

Student intern must sign before the document is ready to submit to ISS for initial review. Handwritten or electronic image signature are acceptable.
J-1 STUDENT INTERN APPLICATION
SAMPLE OF DS-7002 TRAINING/INTERNSHIP PLACEMENT PLAN

NOTE:
Page 2 is completed by ISS.
Do not write anything on this page.
### J-1 STUDENT INTERN APPLICATION

#### SAMPLE OF DS-7002 TRAINING/INTERNSHIP PLACEMENT PLAN

**SECTION 1: TRAINING/INTERNSHIP PLACEMENT PLAN**

Each Training Internship Placement Plan should cover a definite period of time and should consist of definite phases of training or tasks performed with a specific objective for each phase. The plan must also contain information on how the trainee/intern will accomplish those objectives (e.g., classes, individual instruction, shadowing). Each phase must build upon the previous phase to show a progression in the training/internship. A separate copy of pages 3 and 4 must be completed for each phase if applicable (e.g., if the trainee/intern is rotating through different departments).

<table>
<thead>
<tr>
<th>Surname/Primary, Given Name(s) (must match passport name)</th>
<th>Student Intern:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doe, Jane</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Sponsor</th>
<th>Program Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case Western Reserve University</td>
<td>P-1-00574</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Main Program Sponsor/POC at Host Organization</th>
<th>Phone</th>
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<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Title of supervisor or PI</th>
<th>Supervisor Email</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### PHASE INFORMATION

<table>
<thead>
<tr>
<th>Phase Site Name: e.g. Electrical Engineering Department</th>
<th>Training Internship Field: e.g. Electrical Engineering</th>
<th>Phase Site Address: Same address as primary site</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g. &quot;Electrical Engineering Internship&quot;</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phase Name</th>
<th>Start Date (mm-dd-yyyy) of Phase</th>
<th>End Date (mm-dd-yyyy) of Phase</th>
<th>Phase</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g. &quot;Electrical Engineering Internship&quot;</td>
<td></td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Primary Phase Supervisor</th>
<th>Name of main supervisor</th>
<th>Supervisor title, e.g. &quot;Associate Professor&quot;</th>
</tr>
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<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Description of Trainee/Intern role for this program or phase</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Specific goals and objectives for this program or phase</th>
<th></th>
</tr>
</thead>
</table>

| Please list the names and titles of those who will provide continuous (for example, daily) supervision trainee/intern, including the primary supervisor. What are these persons qualifications to teach the planned learning? | |

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The name must be in the format of the machine readable zone at the bottom of the applicant’s passport ID page (last name/first name).

Revised 10/2018
### J-1 STUDENT INTERN APPLICATION

#### SAMPLE OF DS-7002 TRAINING/INTERNSHIP PLACEMENT PLAN

**What plans are in place for the Intern to participate in cultural activities while in the United States?**

Sample: The Student Intern will be exposed to a variety of cultural opportunities both on-campus and in the city of Cleveland. CWRU offers a wealth of resources and opportunities to participate in campus-sponsored activities and organized programs. These include activities sponsored by the Center for International Affairs including outings to sports events, hiking in the Cleveland Metroparks, tours of historic Cleveland, etc.

*Your department should feel free to elaborate further if interested.*

**What specific knowledge, skills, or techniques will be learned?**

*Blank box for content.*

**How specifically will these knowledge, skills, or techniques be taught? Include specific tasks and activities (Intern) and/or methodology of training and chronology/syllabus (Trainees).**

*Blank box for content.*

**How will the Intern’s acquisition of new skills and competencies be measured?**

Sample: The Student Intern will participate in weekly lab meetings and discuss their results/ have one-on-one meetings with their PI/submit progress reports, etc.

**Additional Phrase Remarks (optional)**

Optional- can be used to add other relevant information about the internship
J-1 STUDENT INTERN APPLICATION
SAMPLE OF DS-7002 TRAINING/INTERNSHIP PLACEMENT PLAN

Supervisor must sign before submitting to ISS. The signature can be hand-written or electronic/digital. (Every other part of this form must be filled in digitally)

Phase Supervisor - I certify that:
1. I have reviewed, understood, and will follow this Training/Internship Placement Plan (TIPP);
2. I will contact the Sponsor at the earliest possible opportunity if I believe that the Trainee or Intern is not receiving the type of training/duties described on this TIPP;
3. I will actively support the Sponsor by adhering to all applicable regulatory provisions that govern this program (see 22 CFR Part 62);
4. The Trainee or Intern named in this TIPP will not displace full- or part-time, seasonal or permanent American workers, or serve to fill a labor need;
5. I will conduct the required periodic evaluations of the Trainee or Intern named in this TIPP;
6. I will notify the designated Sponsor contact of the earliest available opportunity regarding any concerns about, changes in, or deviations from this TIPP;
7. I will notify the Sponsor in the event of an emergency involving the Trainee or Intern named in this TIPP, as well as any information that I receive about the Trainee or Intern that might have an effect on that exchange visitor's health, safety, or welfare;
8. I will notify the Sponsor if I receive information regarding a serious problem or controversy involving the Trainee or Intern named in this TIPP that could be expected to bring the Department of State, the Exchange Visitor Program, or the Sponsor's exchange visitor program into notoriety or disrepute;
9. I am participating in this Exchange Visitor Program in order to provide the Trainee or Intern named in this TIPP with training or an internship as described in this TIPP;
10. I certify that this training or internship meets all the requirements of the Fair Labor Standards Act, as amended (29 U.S.C. 201 et seq.) and other federal and state laws governing the employment and treatment of the Trainee or Intern;
11. 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.

Signature of Supervisor

Printed Name of Supervisor

Date (mm-dd-yyyy)

PRIVACY ACT STATEMENT

AUTHORITIES: The information is sought pursuant to Section 102 of the Mutual Educational and Cultural Exchange Act of 1961, as amended (the Fulbright-Hays Act, 22 U.S.C. 2452) which provides for the administration of the Exchange Visitor Program (J visa).

PURPOSE: The information solicited on this form will be used to provide clarity of training and internship programs offered by entities designated by the U.S. Department of State to conduct exchange visitor programs for general statistical use and to administer the Trainee and Intern categories of the Exchange Visitor Program.

ROUTINE USES: The information on this form may be shared with entities administering the program on behalf of the Department; federal, state, local, or foreign government entities for law enforcement purposes, to members of Congress in response to a request on your behalf. More information on the Routine Use for the system can be found in the System of Records Notice State OE, Educational and Cultural Exchange Program Records.

DISCLOSURE: Participation in this program is voluntary; however, failure to provide the information may delay or prevent participation in the Exchange Visitor Program.

PAPER WORK REDUCTION ACT

Public reporting burden for this collection of information is estimated to average 2 hours per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and documents requested, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and recommendations for reducing it, please send them to: ECVEC, SA-4, U.S. Department of State, Washington, DC 20522.