

## J-1 STUDENT INTERN APPLICATION INITIAL ELIGIBILITY REVIEW CHECKLIST

- \_\_\_ Department Verification Form *[signed by department chair/director]*
- \_\_\_ English Proficiency Verification *[Official English language score or Verification Form from department]*  
If student has official English language scores, disregard the Verification Form and attach official test score
- \_\_\_ J-1 Student Intern Home Academic Institution Certification Form  
Send to student so they can request that their home institution completes this form
- \_\_\_ DS-7002 filled out by Department and Student  
Always access the latest version by directly visiting the Department of State [website](#).  
Step 1: Department fills out their section and signs  
Step 2: Student Intern fills out their section and signs

When the department has these forms completed, send the PDFs to Rachel Paiscik at [rgp31@case.edu](mailto:rgp31@case.edu) . The initial eligibility of the internship and the J-1 student intern will be reviewed. A review will be made in **5-7 business days**.

### NEXT STEPS/DURATION OF STAY

1. Upon receipt and review of the initial documentation, ISS will determine eligibility for the J-1 Student Intern program. Both the student and the opportunity must meet eligibility criteria for sponsorship. The review will take **5-7 business days**.
2. Departments will be notified about eligibility and provided instructions to pay the required \$550 fee. ISS will send follow up instructions about how to pay the fee.
3. A DS-2019 application and profile will be created in our website called Terra Dotta ([visas.case.edu](http://visas.case.edu)) once ISS receives confirmation of payment of the administrative fee. The student intern will access the DS-2019 application and upload remaining application requirements (proof of funding if not funded by department, passport copy, etc.) The DS-2019 will be processed within **5-10 business days** of the student submitting all required material to ISS.
4. ISS will send the DS-2019 and DS-7002 via FedEx priority shipping to the student intern.
5. The J-1 Student Intern will pay the SEVIS fee and apply for the J-1 visa at a U.S. Consulate/Embassy abroad.
6. After the student intern receives their visa, s/he can arrive up to 30 days prior to the start date of their internship as printed on the DS-2019. Follow up instructions for check-in and health insurance requirements will be sent to the student intern as well.
7. The department must notify ISS if the internship ends prior to the pre-set program end date.
8. The department must complete a Final Evaluation if the internship is 6 months or longer; a mid-point evaluation is due as well.
9. If the department wishes to extend the internship (up to 12 months), please contact ISS.