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. 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) 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.