

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 complete this form

- ___ DS-7002 completed by Department and Student (available on the DOS [website](#))
Step 1: Department fills out their section and signs
Step 2: Student Intern fills out their section and signs

Upon completion of these forms, the Department should send them to the VISA Office via email (visa@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, the VISA Office will determine eligibility for the J-1 Student Intern program. Both the student and the opportunity must meet eligibility criteria for sponsorship.
2. Departments will be notified about eligibility and provided instructions to pay the required \$550 fee for those that qualify.
3. A DS-2019 application and profile will be created in our Terra Dotta system (visas.case.edu) for the student intern to access 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.
4. The VISA Office will send the DS-2019 and DS-7002 to the student via email.
5. The J-1 Student Intern will pay the SEVIS fee and apply for a J-1 visa at a U.S. consular post.
6. The J-1 Student Intern may arrive in the US up to 30 days prior to the start date of their internship as listed on the DS-2019.
7. The Department must notify the VISA Office if the internship ends prior to the program end date.
8. The Department must complete mid-point and final evaluations if the internship is 6 months or longer.
9. J-1 student internships may be no longer than twelve months. If the Department wishes to extend a shorter internship to the 12-month maximum, please contact the VISA Office at visa@case.edu.