

J-1 STUDENT INTERN APPLICATION INITIAL ELIGIBILITY REVIEW CHECKLIST

- ___ Department Verification Form
Signed by [department chair/director](#)

- ___ English Proficiency Verification Form
Official English language score or verification from department

- ___ J-1 Student Intern Home Academic Institution Certification Form
Email to intern so they can request that their home institution complete this form

- ___ DS-7002 completed by department and Student Intern (available on the
Department of State [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

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 next steps.
3. The VISA Office will contact the intern for additional documents and information. The DS-2019 will be processed within **5-10 business days** of the intern submitting all required material.
4. The VISA Office will send the DS-2019 and DS-7002 to the intern via email.
5. The intern will pay the SEVIS fee and apply for a J-1 visa at a U.S. consular post.
6. The 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 VISA Office will email the intern links to information about [off-campus housing](#) and airport transportation.
8. The Department orders Case ID card, Network ID/email, keys, and other equipment or access for the intern.
9. The Department must complete midpoint and final evaluations if the internship is 6 months or longer. If the internship is less than 6 months, then just a final evaluation is required.
10. The Department must notify the VISA Office if the internship ends early.
11. J-1 student internships cannot exceed 12 months. If the Department wishes to extend a shorter internship to the 12-month maximum, please contact the VISA Office at visa@case.edu.