



REQUEST FOR INTERN DS-2019 CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR (J-1) STATUS

This form is to be used by OSU departments wishing to invite exchange visitors to OSU in the “Intern” category. The data and supporting documents requested with this form will allow ISS to complete a “Certificate of Eligibility for Exchange Visitor (J-1) Status” commonly known as a Form DS-2019. The completed and signed DS-2019 will allow the exchange visitor to apply for a J-1 visa at a US Consulate/Embassy in their country. Any incomplete sections will result in a longer processing time for the form DS-2019.

The responsible OSU department hosting the Intern must provide ISS with the following:

Completed and signed **Intern DS-2019 Request Form** with required documents:

Department Application

Proof of English Proficiency (see attached)

Responsibilities of Hosting a J-1 Intern

Training/Internship Placement Plan (DS-7002) – Signed by Dept. and Intern

Student Application

Student Intern Attestation

Home Institution Certification (see attached letter template)

Passport Picture Pages – Biographical pages from passports of visitor and dependent(s)

Financial Documentation for all sources. All documents must be in English, have the exchange visitor’s name on the document, and be dated within 6 months of request.

Dependent Request Form (see attached, if applicable)

Transcripts and CV/Resume

Copies of all DS-2019s and J visas (if visitor or dependents held J-1 or J-2 status within past two years)

Copies of I-94, visa, I-20/DS-2019 (if visitor is currently in the U.S.)

FOR MORE INFORMATION CONTACT:

Elaina Mullins, Alternate Responsible Officer – Exchange Visitor Program
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Regina Henry, Responsible Officer – Exchange Visitor Program
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DEPARTMENT APPLICATION

Intern DS-2019 Request Form

SECTION I - REQUESTING DEPARTMENT

Department: _____	Address: _____
Supervisor of Intern: _____	Tel: _____ Email: _____
Other Contacts in Unit: _____	Tel: _____ Email: _____

SECTION II - PURPOSE OF REQUEST

<input type="checkbox"/> Begin New J-1 Program <input type="checkbox"/> Exchange visitor will apply for J-1 visa at US consulate/embassy abroad <i>Or</i> <input type="checkbox"/> Exchange visitor is in the US and will request a change of status within US	Start Date _____ mm / dd / yyyy	End Date _____ mm / dd / yyyy
<input type="checkbox"/> Transfer to OSU from another U.S. Institution The Exchange Visitor should complete a "TRANSFER-IN" form and return it to OSU before ISS can accept the transfer and generate a new DS-2019. Transfer-In forms are posted on the ISS website.	Start Date _____ mm / dd / yyyy	End Date _____ mm / dd / yyyy

SECTION III - EXCHANGE VISITOR'S POSITION

Will the Intern be employed by OSU? <input type="checkbox"/> Yes <input type="checkbox"/> No
Title of Intern's position at OSU: _____
Description of duties: _____ _____
Does the Intern have a CWID? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list: _____

SECTION IV - FUNDING SOURCES

The minimum financial support required for an Intern is **\$1,200/month (\$14,400/year)**. Support of **\$850/month (\$10,200/year)** must be shown for a spouse and **\$450/month (\$5,400/year)** for each child. These amounts include the cost of health insurance. Documents verifying funds must be dated within 6 months of this request. **Copies of funding documentation must be included with this request.**

Documents must be in English and amounts should be in U.S. currency.

<u>SOURCE</u>	<u>AMOUNT IN USD</u>
1. OSU Salary from Academic Department:	\$ _____ per mo./yr.
2. Grant to OSU: Please provide a description of the source: Does any of the funding provided by OSU come from a US governmental agency specifically for the purpose of facilitating International exchange or for the support of this individual? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, include copies of grant documentation.	\$ _____ per mo./yr.
3. Other (int'l organization, intern's govt., etc.): Must be in English with amounts in USD.	\$ _____ per mo./yr.
4. Personal/Family Funds:	\$ _____ per mo./yr.
TOTAL FUNDING :	\$ _____ per mo./yr.

SECTION V - PROCESSING FEES & MAILING INSTRUCTIONS

The ISS \$85 processing, registration and ID fee will be charged upon DS-2019 issuance and should be charged to the following:

Department Account Number** and Sub-code: _____

OR

The Intern will be billed to his/her bursar account. **A departmental account must be on record with ISS; please provide a valid account number. No charges will be made to this account; this is kept on record should the intern leave an unpaid Bursar account.** _____

**Some grant accounts cannot be used for these processing fees. Make sure to check the restrictions of the account before clearing it for use.

Name of Department Financial Assistant:

Contact: _____ Phone: _____

Email: _____ Address: _____

Send directly to the exchange visitor via express mail. Permanent address unless otherwise noted. Please charge express mail costs to the following department account number: _____

The scholar will pay for shipping costs and will complete E-Ship courier information to receive the DS-2019. (If selected, the scholar will receive information on how to complete the E-ship process.)

The department authorizes charges related to any corrections of documents and required mailing.

Note: Any outstanding balance left in the exchange visitor’s Bursar account after that exchange visitor leaves will become the supporting department’s responsibility.

SECTION VI – DEPARTMENTAL AND INTERN CERTIFICATION

Please read before signing below.

In compliance with the federal regulations governing the J-1 Exchange Visitor Program, I certify that all of the information given on this form is true and accurate to the best of my knowledge. I authorize all charges to accounts as outlined above.

Dean/Director/Chair	Name	Title
	Signature	Date
Inviting/Supervising Faculty Member	Name	Title
	Signature	Date

J-1 English Proficiency Requirement

The U.S. Department of State mandated that J-1 exchange visitors including short-term scholars, research scholars, professors, specialists, and student interns have sufficient English proficiency [22 CFR §62.10(a)(2)].

Sponsors must establish a method to screen and select prospective exchange visitors to ensure that they are eligible for program participation, and that:

- (1) The program is suitable to the exchange visitor's background, needs, and experience; and,
- (2) The exchange visitor possesses sufficient English proficiency as determined by an objective proficiency measurement to successfully participate in his or her program and to function successfully on a day-to-day basis outside of the direct activity of the exchange (e.g. outside the lab).

A sponsor must verify an applicant's English language proficiency through a recognized English language test, by signed documentation from an academic institution or English language school, or through a documented interview conducted by the sponsor either in-person or by videoconferencing, or, if videoconferencing is not possible, by telephone.

If the sponsor cannot firmly establish sufficient English proficiency, then it is not appropriate to request a DS-2019 for the J-1 exchange visitor, as s/he is not eligible for J-1 status.

To comply with this regulation, the International Students and Scholars office (ISS) will now require proof that a potential scholar meets the English language proficiency requirement.

The English Proficiency Requirement may be satisfied by submitting documentation of at least one of the following:

- 1) Documentation that the prospective J-1 exchange visitor is a Native English speaker from Australia, Belize, Botswana, Canada (except Quebec), Commonwealth Caribbean, Ghana, Great Britain, Ireland, New Zealand, Nigeria, Scotland, Singapore, South Africa, or Zimbabwe.
- 2) Copy of diploma from U.S. institution or foreign institution where instruction occurred in English.
- 3) Copy of official scores from one of the following English language tests taken within the last two years and meeting the stated minimum score noted below:

Language Assessment	Minimum Score	Website
TOEFL	Paper Based – 500 / Internet based – 75	https://www.ets.org/toefl
IELTS	5.0	http://www.ielts.org/

4) A signed letter from an academic institution or English language school that is internationally recognized indicating prospective exchange visitor's level of English proficiency. The letter must be dated within the last two years, state the dates when the potential scholar attended the institution or school, and affirm that the prospective exchange visitor achieved at least intermediate level skills.

5) J-1 English Proficiency Interview Assessment Report (see template on next page) from an interview conducted in English by the sponsor with the prospective exchange visitor. The interview can be conducted in person, via Skype or other videoconferencing method, or if videoconferencing is not available, telephone. The sponsor conducting the interview must be proficient in English.

The interview should address the content area of the proposed J-1 program and include the following questions:

- What motivated you to pursue a research position at Oklahoma State University?
- What do you think will be the most challenging aspect of living and working in the U.S?
- How do you think that the time you spend at Oklahoma State University will benefit you personally and professionally?
- Please share what hobbies or extracurricular activities you enjoy.

The interview should be assessed according to the TOEFL Independent Speak Rubric Scoring Standards:

https://www.ets.org/s/toefl/pdf/toefl_speaking_rubrics.pdf

J-1 English Proficiency Interview Assessment Report

Prospective Intern: _____ Country of Citizenship: _____

Sponsor's Name: _____ Date of Interview: _____

Department: _____

Interview Method: _____ In Person _____ By videoconferencing _____ By Telephone

Question	Score	Assessment Comments
Describe how your past experiences, training, and language study have prepared you to operate in an English-speaking environment in your occupational field.		
What do you expect to learn about American culture and society? How do you plan to share this knowledge upon return to your country?		
What skills and knowledge do you expect to gain?		

Please enter additional J program content-area questions. These questions should be developed to gauge whether the prospective intern will be able to function on a day-to-day basis in the U.S. and in this specific J program.

Sponsor's Overall Assessment – The required score is 3 or higher based on the TOEFL Independent Speaking Rubrics with a 0 – 4 scoring standards.

I attest that I have interviewed the prospective exchange visitor, and I have verified that scholar's English Language proficiency is sufficient to function on a day-to-day basis in their Oklahoma State University J exchange program and within the local community.

Sponsor's Signature: _____

Date: _____

RESPONSIBILITIES OF HOSTING A J-1 INTERN FOR HOSTING DEPARTMENT/SUPERVISOR

J-1 Exchange Visitor Program

The purpose of this U.S. Department of State (DOS) program is to increase mutual understanding between the people of the United States and the people of other countries through educational and cultural exchanges.

The J-1 Intern Category

A J-1 Intern is an international student currently enrolled and pursuing a degree program at a post-secondary academic institution outside of the United States. The U.S. internship must fulfill the educational objectives for his or her current degree program at his or her home institution.

The Intern program is a structured work-based learning program that:

- Reinforces an intern's academic study.
- Exposes the intern to American techniques, methodologies, and expertise, and expands their knowledge and skills.
- Enhances the intern's knowledge of American culture and society.
- Lasts a maximum of 12 months in duration per degree/major. No extensions beyond the 12 months are permitted.

The J-1 intern program does not displace American workers or serve to fill a labor need, and ensures that the position the intern fills exists solely to assist the intern in achieving the objectives of their participation in an internship program.

Department Responsibilities

The internship program must engage the student for a minimum of 32 hours per week, and must not be comprised of any more than 20% clerical duties.

Mandatory Immigration Check-In

DOS requires that all J-1 visitors check-in with ISS within 30 days of their program start date. If the intern does not check in within this time, DOS will terminate the intern's status and the intern will not be eligible to engage in his/her program at OSU or to legally remain in the U.S. **If the intern will be unable to check-in with ISS within 30 days of their program start date, the department agrees to notify ISS in order to protect the visa status of incoming Intern.**

Evaluations

All evaluations must be completed prior to the conclusion of the internship program. Programs exceeding 6 months in duration require mid-point and concluding evaluations. Programs of 6 months or less require concluding evaluations only. Sponsoring professors must be current on evaluations for all interns currently under their sponsorship before any future intern applications are processed.

Extensions of the Program

Extensions are not possible beyond the 12-month maximum program participation set by the Department of State. If an extension request is made on behalf of the intern, a completed intern evaluation must be submitted with the request for program extension, along with a new Training Internship Placement Plan.

Employment Restrictions

DOS approves the J-1 internship program for the specific department, the internship placement plan, and the dates listed on the DS-2019. The intern is not authorized to intern for a different department or change internship duties. No other on-campus employment can be approved.

The intern is expected to return to his or her academic program outside of the United States and “fulfill and obtain a degree from such academic institution after completion of the student internship program”. OSU may not offer the intern employment after completion of his or her internship program.

Notice of Departure

Sponsoring professors and interns are responsible to notify ISS if an intern intends to depart more than 30 days before the completion of the program. If the intern’s program is not properly closed with immigration it could lead to complications for the intern in future visits to the United States.

I understand the department’s responsibilities under this internship program. I understand that the student is expected to return to his or her academic program outside the United States to fulfill and obtain a degree from the academic institution after completion of the student internship program.

Student Intern’s Name: _____

OSU Hosting Department: _____

Supervising Professor’s Name: _____

Supervising Professor’s Signature: _____ Date: _____



TRAINING/INTERNSHIP PLACEMENT PLAN

SECTION 1: ADDITIONAL EXCHANGE VISITOR INFORMATION

Trainee/Intern Name (Surname/Primary, Given Name(s) (must match passport name))		E-mail Address
Program Sponsor		Program Category
Occupational Category	Current Field of Study/Profession	Experience in Field (number of years)
Type of Degree or Certificate	Date Awarded (mm-dd-yyyy) or Expected	Training/Internship Dates (mm-dd-yyyy) From _____ To _____

SECTION 2: COMPENSATION

Organization Name		Address		Suite
City	State	ZIP Code	Website URL	
Employer ID Number (EIN)	Exchange Visitor Hours Per Week	Compensation Stipend <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, how much? _____ per _____	
Workers' Compensation Policy <input type="checkbox"/> Yes <input type="checkbox"/> No If so, Name of Carrier _____			Does your Workers' Compensation policy cover exchange Visitors? <input type="checkbox"/> Yes <input type="checkbox"/> No, exempt <input type="checkbox"/> No, but equivalent coverage	
Number of FT Employees Onsite at Location	Annual Revenue <input type="checkbox"/> \$0 to \$3 Million <input type="checkbox"/> \$3 Million to \$10 Million <input type="checkbox"/> \$10 Million to \$25 Million <input type="checkbox"/> \$25 Million or More			

SECTION 3: CERTIFICATIONS

Trainee/Intern - I certify that:

- I have reviewed, understand, and will follow this Training/Internship Placement Plan (T/IPP);
- I am entering into this Exchange Visitor Program in order to participate as a Trainee or Intern as delineated in this T/IPP and not simply to engage in labor or work within the United States.
- I understand that the intent of the Exchange Visitor Program is to allow me to enhance my skills and gain exposure to U.S. culture and business in a way that will be useful to me when I return home upon completion of my program.
- I understand that my internship/training will take place only at the organization listed on this T/IPP and that working at another organization while on the Exchange Visitor Program is prohibited.
- I will contact the Sponsor at the earliest available opportunity regarding any concerns, changes in, or deviations from this T/IPP.
- I will respond in a timely way to all inquiries and monitoring activities of my sponsor.
- I will follow all of my sponsor's guidelines required for my participation in my program.
- I will contact the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) at the earliest possible opportunity if I believe that my sponsor or supervisor (as set forth on page 3, section 4), is not providing me with a legitimate internship or training, as delineated on my T/IPP; and
- 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.

Printed Name of Trainee/Intern _____ Date (mm-dd-yyyy) _____

Signature of Trainee/Intern _____

Sponsor-

1. I have reviewed, understand, and will ensure that the Supervisor (as set forth on page 3, section 4) follows this Training/Internship Placement Plan (T/IPP) regarding the Trainee or Intern listed above;
2. I will notify the designated U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) at the earliest available opportunity regarding any concerns about, changes in, or deviations from this Training/Internship Placement Plan (T/IPP), including, but not limited to, changes of Supervisor or host organization;
3. I will adhere to all applicable regulatory provisions that govern this program (see 22 CFR Part 62), including, but are not limited to, the following:
 - a. I will ensure that the Trainee or Intern named in this T/IPP receives continuous on-site supervision and mentoring by experienced and knowledgeable staff;
 - b. I have confirmed with the Supervisor or host organization representative that sufficient resources, plant, equipment, and trained personnel will be available to provide the specified training or internship program set forth in this T/IPP;
 - c. I will ensure that the Trainee or Intern named in this T/IPP obtains skills, knowledge, and competencies through structured and guided activities such as classroom training, seminars, rotation through several departments, on-the-job training, attendance at conferences, and similar learning activities, as appropriate in specific circumstances;
 - d. I will ensure that the Trainee or Intern named in this T/IPP does not displace full-or part-time temporary or permanent American workers or serve to fill a labor needed and ensure that the position that the Trainee or Intern fills exists primarily to assist the Trainee or Intern in achieving the objectives of his or her participation in this training or internship program;
 - e. I certify that this training or internship meets all of the requirements of the Fair Labor Standards Act, as amended (29 U.S.C. 201 et seq.). I also certify that training or internships in the field of agriculture meet all requirements of the Migrant and Seasonal Worker Protection Act, as amended (29 U.S.C. 1801 et seq.)
 - f. I will notify the Department of State if I receive information regarding a serious problem or controversy involving the Trainee or Intern named in this T/IPP 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; and
 - g. 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 Responsible Officer or Alternate Responsible Officer _____

Printed Name of Responsible Officer or Alternate Responsible Officer _____ Date (mm-dd-yyyy) _____

Name of Sponsor Organization _____ Program Number _____

SECTION 4: 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 trainees/interns 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*).

Surname/Primary, Given Name(s) <i>(must match passport name)</i>		The Exchange Visitor is:	
<div style="background-color: yellow; width: 100px; height: 15px;"></div> <div style="background-color: yellow; width: 100px; height: 15px;"></div>			
Program Sponsor		Program Number	
Main Program Supervisor/POC at Host Organization		Supervisor Contact Information	
Title		Phone	Fax
		Email	

PHASE INFORMATION

Phase Site Name		Training/Internship Field		Phase Site Address	
Phase Name		Start Date (mm-dd-yyyy) of Phase		End Date (mm-dd-yyyy) of Phase	
				Phase _____ of _____	
Primary Phase Supervisor			Supervisor Title		
E-mail			Phone Number		
Description of Trainee/Intern's role for this program or phase					
Specific goals and objectives for this program or phase					
Please list the names and titles of those who will provide continuous (<i>for example, daily</i>) supervision of the Trainee/Intern, including the primary supervisor. What are these persons' qualifications to teach the planned learning?					
What plans are in place for the Trainee/Intern to participate in cultural activities while in the United States?					
What specific knowledge, skills, or techniques will be learned?					
How specifically will these knowledge, skills, or techniques be taught? Include specific tasks and activities (Interns) and/ or methodology of training and chronology/syllabus (<i>Trainees</i>).					

How will the Trainee/Intern's acquisition of new skills and competencies be measured?

Additional Phase Remarks (optional)

Phase Supervisor - I certify that:

1. I have reviewed, understand, and will follow this Training/Internship Placement Plan (T/IPP);
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 delineated on this T/IPP;
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 T/IPP 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 T/IPP;
6. I will notify the designated Sponsor contact at the earliest available opportunity regarding any concerns about, changes in, or deviations from this T/IPP.
7. I will notify the Sponsor in the event of an emergency involving the Trainee or Intern named in this T/IPP, 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 T/IPP 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 T/IPP with training or an internship as delineated in this T/IPP;
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.) I also certify that training or internships in the field of agriculture meet all requirements of the Migrant and Seasonal Worker Protection Act, as amended (29 U.S.C. 1801 et seq.).
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 intern 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 Uses for the system can be found in the System of Records Notice State-08, 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 1.5 hours per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, 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/or recommendations for reducing it, please send them to: ECA/EC, SA-5, Fifth Floor, U.S. Department of State, Washington, DC 20522.