


Instructions for Completing Form DS-7002 Training/Internship Placement Plan (T/IPP)
<http://www.state.gov/documents/organization/84240.pdf>)

The T/IPP is a Department of State form that is used to provide information and certification regarding a proposed training, internship, or student internship program. This form is a required component of the J-1 Student intern application process as well as the J-1 visa application process. It must be completed by the prospective Student Intern and Supervisor as well as the Program Sponsor, which is OIS at NC State. Both pages must be completed and signed – do not sign Sponsor's block at bottom of Page 1 or the top box on page 2 – this section is for OIS. The T/IPP (DS 7002) must be completed and signed before the Program Sponsor (NC State University/Office of International Services) can issue the Form DS-2019 for the J-1 Visa.

The T/IPP will detail:

- a) the specific goals and objectives of the student internship program;
- b) the knowledge, skills, or techniques to be imparted to the student intern; and
- c) the methods of performance evaluation and the frequency of supervision.

The student intern must complete the Participant Information at the top of the form (see example below) and sign/date in the Contract Agreement Section:

		U.S. Department of State		*OMB APPROVAL NO. 1405-0170 EXPIRATION DATE: 08-31-2012 ESTIMATED BURDEN: 2 hours	
TRAINING/INTERNSHIP PLACEMENT PLAN					
PARTICIPANT INFORMATION					
Trainee/Intern Name (Last, First, MI)			Email Address		
FAMILY NAME		First Name if any	Middle	studentintern@gmail.com	
Check one:	Current Field of Study or Profession		If Professional, Number of Years Experience in Field		
<input type="checkbox"/> Trainee	Student's major		N/A		
<input type="checkbox"/> Intern	Type of Degree or Certificate	Date Awarded (mm-dd-yyyy) or Expected	Training/Internship Dates (mm-dd-yyyy)		
<input checked="" type="checkbox"/> Student Intern	Bachelors (or Masters)	06-03-2015	From 06-01-2012 To 12-31-2012		

The Supervisor then completes the Site of Activity Information and signs/dates the Contract Agreement Section where it asks for Supervisor Signature. Please do not complete or sign the bottom part of page 1 or the top of Page 2. This will be completed by OIS.

Sponsor Signature	Date (mm-dd-yyyy)
{OIS signature goes here}	
Program Sponsor Name	Program Number
OIS, NC State University	{Program Number completed by NC State}

The second page of the form is to be completed after the Student Intern and supervisor discuss the goals, objectives, expectations, and evaluation methods of the internship. Most internships

will have just one phase for the entire period, but if there are multiple distinct aspects of the internship with different objectives, etc., additional pages can and should be added. Please use non-technical language to describe the internship activities and methodology so a lay person can understand, but be descriptive enough to be accurate and useful. You may also include or attach a job description, internship brochure, or other descriptive materials if any exist.

When the form is complete and signed by both the student intern and supervisor, it should be forwarded to OIS along with the other application materials. It can be submitted electronically or express mail, but OIS must receive and sign this form before the student internship can be approved or visa documents be issued. OIS will send by express mail to the student this signed DS 7002, DS 2019, an admission letter, and pre-arrival information. The student will take all these documents with proof of funding to the visa appointment at the embassy or consulate.