

REQUEST FOR DS-2019 (CERTIFICATE OF ELIGIBILITY FOR J-1 EXCHANGE VISITORS) J-1 INTERNS (22 CFR 62.22)

The student intern option is a subcategory under the College and University Student Category through the Exchange Visitor Program. To request a Form DS-2019 for a prospective international student intern, departments must submit the application packet to the International Services (IS) Office at least 60 days prior to the desired internship start date. The information and documents included in this packet were developed based on existing federal regulations in order to determine eligibility of prospective internship applicants and suitability of internships offered at FAU.

General Information

- Interns must be currently enrolled and pursuing studies at a post-secondary academic institution outside the U.S., or must have graduated from such an institution within 12 months prior to the proposed internship start date.
- Internships are up to 12 months in length without the possibility of extension beyond this period.
- Upon completing the internship program, participants must return to their home country and resume (if applicable) their academic programs in order to graduate from the post-secondary institution outside the U.S.
- The internship experience must be at least 32 hours per week with no more than 20 percent of the total activities consisting of clerical work.
- The program must provide the participants with opportunities to expand upon existing knowledge and skills, and must expose participants to American techniques, methodologies, and expertise.
- The program must not duplicate the participant's prior work experience or training received elsewhere.
- Internships may not involve child care, elder care, clinical/medical care, or aviation.
- Additional requirements exist for Hospitality/Tourism and Agriculture-related internships.
- Interns must have on-site supervision in completing daily tasks related to their internship activities.
- Interns must be evaluated on a regular basis, at least once every six months. All evaluations must be completed and signed by the host faculty prior to the conclusion of the internship program. Copies of the evaluations must be provided to IS.

Application Checklist

- ___ DS-2019 Request (Part I and Part II)
- ___ Form DS 7002 (to be completed by the host faculty member) – Training/Internship Placement Plan (the form can be downloaded at <http://www.state.gov/documents/organization/84240.pdf>).
- ___ Interview Report Form
- ___ English Language Certification Form
- ___ Academic Status Certification Form
- ___ Appropriate Funding Documentation
- ___ Prospective Intern's Resume or Curriculum Vitae

FLORIDA ATLANTIC UNIVERSITY

REQUEST FOR DS-2019 (CERTIFICATE OF ELIGIBILITY FOR J-1 EXCHANGE VISITORS) TO INVITE J-1 INTERNS

PART I: TO BE COMPLETED BY THE SPONSORING DEPARTMENT AT FAU

Department Information

Host Department: _____ Host Faculty Member: _____
Campus Address: _____ Phone# _____ Fax# _____ Email: _____
Primary Supervisor (if different from host faculty member) _____
Phone # _____ Email: _____ Fax # _____
Document delivery preference: _____ Call for pickup _____ Send by campus mail _____

Internship Program Information

Prospective Intern's Name _____
Internship Start Date _____ Internship End Date _____
Physical Location of the Internship (complete address including zip code): _____
Total hours per week (min. 32 required) _____ Hours of clerical activities per week _____
Will this internship include any childcare, medical patient care, aviation, or unskilled labor (yes/no)? _____
Description of Internship Activities _____

Funding Information

Financial documentation for the J-1 intern and any accompanying dependents must be provided. Foreign language documents must be accompanied by a certified English translation. A combination of financial sources can be used to meet the required amount.

CATEGORY (Estimated expenses include housing, food, insurance, transportation, etc.)	J-1 Only	J-1 with Spouse	J-1 with Spouse and One Child	J-1 with Spouse and Two or More Children
Monthly Estimated Living Expenses	\$1,500	\$1,920	\$2,170	\$2,420
Yearly Estimated Expenses	\$18,000	\$23,040	\$26,040	\$29,040

Yearly Estimated Expenses for Spouse: \$5,000; Yearly Estimated Expenses for One Child: \$3,000; Yearly Estimated Expenses for Two or More Children: \$6,000

Type of Funds	Name of funding source	Amount
Florida Atlantic University	_____	_____ per (year, month, etc.) _____
US Government Funds	_____	_____ per (year, month, etc.) _____
International Organization	_____	_____ per (year, month, etc.) _____
Foreign Government	_____	_____ per (year, month, etc.) _____
Binational Commission	_____	_____ per (year, month, etc.) _____
Personal Funds	_____	_____ per (year, month, etc.) _____
Other	_____	_____ per (year, month, etc.) _____
(Explain) _____		

Departmental Approvals

By signing this document, the responsible parties agree that they understand the terms and conditions of inviting the above-named prospective intern as a J-1 Exchange Visitor and they will fulfill their department obligations in meeting the internship purpose and guidelines.

Host Professor: _____	_____	_____
Name	Signature	Date
Direct Supervisor _____	_____	_____
Name	Signature	Date
Department Chair _____	_____	_____
Name	Signature	Date
Dean: _____	_____	_____
Name	Signature	Date

INTERVIEW REPORT FORM

Prospective Applicants for the Intern Program
J Exchange Visitor Program at Florida Atlantic University
International Services Office
561-297-3049 ~ Fax 561-297-2446 ~ Email: isss@fau.edu

This form is a required part of the application process for the Intern category under the J Exchange Visitor Program. The form must be completed and signed by the host faculty member at Florida Atlantic University. If a written agreement exists between FAU and the prospective intern's home institution, the form may also be signed by a representative from the intern's home university.

1. Name of Student _____
2. The student was interviewed by _____
(Name)

3. Interviewer's position: ____ Host Faculty at FAU
____ Representative from intern's home institution (attach copy of the written agreement between FAU and home institution)

4. Interview was completed on _____
Month/Day/Year

5. The interview was completed (check appropriate choice):
____ In person ____ By telephone ____ By video/web camera

6. Explain how the internship relates to the intern's current or recently completed studies:

7. Does this person have the adequate academic preparation for the proposed internship?
____ Yes ____ No

8. Explain what specific skills and knowledge the intern will be able to gain from this internship, and how this internship differs from the intern's previous internship or training experiences.

9. Interviewer's signature _____ Date: _____

10. If the interviewer is from the university abroad, place official university seal or stamp here.

ENGLISH LANGUAGE PROFICIENCY FORM

Prospective Applicants for the Intern Program
J Exchange Visitor Program at Florida Atlantic University
International Services Office
561-297-3049 ~ Fax 561-297-2446 ~ Email: isss@fau.edu

This form is a required part of the application process for the Intern category under the Exchange Visitor Program. Applicants must demonstrate verifiable English language skills sufficient to function on a day-to-day basis in the internship environment.

1. Name of Student _____

English language skills were evaluated by the following method (check the appropriate action below):

2. ☐ **The FAU host faculty member who conducted the interview and completed the Interview Report Form**

Acknowledgment: I certify that I conducted an interview in English with the prospective intern on _____.

Month/Day/Year

His/her English language skills are sufficient for effective day-to-day functioning in the internship environment.

Host Faculty Member's Name

Signature

Date (month/day/year)

3. ☐ **A certified English teacher**

Acknowledgment: I am/was this prospective intern's English teacher from _____ to _____.

Month/day/year

Month/day/year

at _____

Name of Institution where the English language training took place

His/her English language skills are sufficient for effective day-to-day functioning in the internship environment.

English teacher's name

Signature

Date (month/day/year)

Email address

Telephone Number

Fax Number (optional)

4. ☐ **One of the following standardized language proficiency tests*:**

☐ TOEFL Written (score) _____

Minimum score required is 500.

☐ TOEFL Computer-based (score) _____

Minimum score required is 173.

☐ TOEFLI Internet-based (score) _____

Minimum score required is 61.

☐ IELTS (score) _____

Minimum score required is 6.0

*The minimum scores listed above are the same minimum scores required for admission at FAU. **Attach a copy of the test results.**

PART II: TO BE COMPLETED BY PROSPECTIVE INTERN

FAU Department and Contact Person: _____

Personal and Academic Information

Name (as it appears in the passport) _____
 Last/family/surname First/Given Middle Name (if applicable)

Gender: Male ___ Female ___ Date of Birth: _____ Place of Birth: _____
 Month/Day/Year City/Province/Country

Country of Citizenship: _____ Country of Permanent Residence: _____

Residential address in the home country: _____

Telephone: _____ Email: _____ Fax: _____

U.S. Address (if not available, include department address): _____

Highest Academic Degree Received: _____ Field of Study _____ Completion date: _____

Current or Most Recent Employer and Position in country of citizenship or legal permanent residence (if applicable): _____

If currently a student, indicate Post-Secondary Institution Abroad: _____

Current Academic Degree: _____ Expected Completion Date: _____

Field of Study: _____

J Exchange Visitor Program History

Previous J Exchange Visitor Programs (include time spent in J-2 status): None _____

From _____ To _____ Category (student, research scholar, etc.) _____

From _____ To _____ Category (student, research scholar, etc.) _____

Have you ever applied for a waiver of the Two-Year Home Country Residency Requirement? No ___ Yes ___

If yes, explain the current status of your application: _____

Dependent Information (See Part A for Financial Documentation Guidelines)

Provide the following information for all J-2 dependents (spouse, children under 21) who will accompany you in the U.S.

Use a separate page if necessary. List names as they appear in the passport or official national identification documents:

Name (Last, First, Middle) _____ Relationship: ___ Spouse ___ Child (under 21)

Gender: ___ Male ___ Female Date of Birth: _____ Place of Birth: _____
 Month/Day/Year City/Province/Country

Country of legal permanent residence: _____ Country issuing passport: _____

Name (Last, First, Middle) _____ Relationship: ___ Spouse ___ Child (under 21)

Gender: ___ Male ___ Female Date of Birth: _____ Place of Birth: _____
 Month/Day/Year City/Province/Country

Country of legal permanent residence: _____ Country issuing passport: _____

CATEGORY (Estimated expenses include housing, food, insurance, transportation, etc.)	J-1 Only	J-1 with Spouse	J-1 with Spouse and One Child	J-1 with Spouse and Two or More Children
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Acknowledgment of Insurance Requirement:

The Exchange Visitor Program requires all program sponsors to notify exchange visitors that they and their dependents must comply with insurance requirements mandated by the Exchange Visitor Program and by Florida Atlantic University. J-1 Interns must purchase a plan approved by FAU (<http://www.fau.edu/isss/current/insurance.php>).

ACNOWLEDGMENT: I have been notified that I must have medical insurance for myself and accompanying dependents as stated above. I understand that failure to comply with this requirement may result in termination from the FAU Exchange Visitor Program and my J-1 intern program.

Name: _____ Signature: _____ Date: _____

ACADEMIC STATUS CERTIFICATION FORM

Prospective Applicants for the Intern Program
J Exchange Visitor Program at Florida Atlantic University
International Services Office
561-297-3049 ~ Fax 561-297-2446 ~ Email: isss@fau.edu

This form is a required part of the application process for the Intern category under the J Exchange Visitor Program. The form must be completed and signed by an academic advisor or another authorized representative from the home institution where the prospective intern is currently enrolled or s/he last attended.

1. Name of Student: _____
2. Name of Institution: _____
3. Address of Institution: _____
4. Institution Website Address: _____
5. Type of Institution: ☐ Post-Secondary ☐ Other (explain): _____
6. Is the student currently enrolled at this institution?
 - a. ☐ Yes. Dates of Enrollment: From _____ to Present
Degree in progress: _____
Expected completion date: _____
 - b. ☐ No. Dates of Enrollment: From: _____ to _____
Degree Earned: _____
 - c. Field of Study _____
7. Will this internship be used to fulfill requirements towards degree completion? ☐ Yes ☐ No
8. Additional comments: _____

9. Authorized signature:

Name: _____
Position: _____
Telephone #: _____
Email address: _____

Signature: _____
Date: _____
Fax #: _____

Place Official University Seal or Stamp Here
