



Application Guidelines for J-1 Student Intern Program completed by Hosting Department

Print this document and keep it with you as you proceed onto iPenn. Read the steps provided and then use the checklist to complete this application.

Steps for Hosting Department

1. Department executes a Student Intern Placement Agreement (note: the department must secure all three signatures on the agreement. [Click here for the template.](#))
2. Department verifies prospective Student Intern's eligibility, including conducting a telephone interview with the intern to determine English Language Proficiency.
3. Department submits the complete J-1 Student Intern request packet (refer to the checklist below) to ISSS via [iPenn](#).
4. ISSS performs case analysis and drafts Form DS-7002 for signature by the faculty mentor and the J-1 Student Intern.
5. Upon receiving the fully signed DS-7002, ISSS issues a DS-2019 (an immigration document). ISSS signs the "Sponsor" portion of Form DS-7002.
6. Department comes to ISSS to pick up the DS-2019, the cover letter, and original DS-7002.
7. Department sends all three documents to the Student Intern.
8. Student Intern signs the DS-2019, pays the SEVIS fee, and applies for a US Entry Visa (citizens of Canada or Bermuda EXEMPT) at a US consulate to enter the US.
9. Student Intern arrives in the US and attends a mandatory check-in and orientation session at ISSS within 20 days of their DS-2019 program start date.
10. Department notifies ISSS of any delays or changes to the J-1 Student Intern arrival.
11. Department conducts mandatory evaluations of the Student Intern. If the program is more than 6 months long, complete a midpoint and one concluding evaluation. Department returns J-1 Student Intern evaluation forms to ISSS within 5 business days.

Application Checklist

- Hosting Department Request Form for J-1 Student Intern
- J-1 Student Intern Data Form
- J-1 Student Intern's Home Institution Certification Letter (note: must use the template. [Click here](#))
- Penn offer or invitation letter ([Click here for the template.](#))
- Copy of the signed Student Intern Placement Agreement (note: the department must secure all three signatures on the agreement before uploading it in iPenn. Use link above for Template)
- Proof of funding, if not funded by Penn
- Copy of the J-1's passport
- Copy of the J-1's resume
- Penn Internal Processing Fee \$605 (\$585 if received by June 30, 2020)– must be paid for by the hosting department

If applicable:

- Copies of the prospective Student Intern's previous and current IAP-66s/DS-2019s, if any
- If currently in the U.S., copy of the prospective Student Intern's current I-94 (if paper card, front and back)
- Copy of dependent's passport, if accompanying J-1 to the U.S.