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 $585 ($565 if received by June 30, 2019)– 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.