



SYRACUSE UNIVERSITY

LILLIAN AND EMANUEL SLUTZKER CENTER FOR INTERNATIONAL SERVICES

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SU Application for J-1 Student Intern

J-1 Student Intern Program

Background

On July 21, 2008, a new federal rule amended the J Exchange Visitor regulations to create a new "Student Intern" subcategory under the College and University Student category. This category allows international students currently enrolled and pursuing a degree at a postsecondary academic institution outside the United States to participate in student internship programs for up to 12 months (limited to just 12 months of internship per degree level). As of February 20, 2009, universities and schools designated by the State Department as J-1 sponsors, including Syracuse University, can issue the necessary documents for student interns to come to the U.S. to participate in academic internships. Until now, such students either had to enroll as non-matriculated students or receive visiting scholar appointments through departments, neither of which was fully appropriate to the nature of their programs.

Program Administration

Departments planning to host J-1 Interns are responsible for developing the internship plan, evaluating intern participation, and supporting the intern through faculty mentorship and other assistance, such as locating suitable accommodations. The Slutzker Center, designated by the University and the U.S. Department of State as administrators of the University's J-1 program, will assist departments and interns in producing the immigration paperwork (form DS-2019) required for the intern's visa, admittance to the U.S., and maintenance of valid immigration status.

Program Requirements and Prohibitions

The Department of State has established the following requirements and prohibitions for participation in the J-1 Intern program:

- The internship must consist of a minimum of 32 hours per week of internship activity, no more than 20 percent of which consists of clerical work.
- The internship must fulfill the educational objectives for the intern's current degree program at his/her home institution. It must expose the participant to U.S. techniques, methodologies, and technology; and it must expand upon the intern's existing knowledge and skills and not duplicate the student intern's prior experience.
- A student intern may be paid or unpaid. To be employed, however, the student intern must receive approval from his/her home institution's dean or academic advisor.
- The internship must not place the intern in any position that involves any of the following: unskilled or casual labor; child care or elder care; aviation; clinical positions or any other kind of work involving patient care or contact, including therapy, medication, or other clinical or medical care (e.g., sports or physical therapy, psychological counseling, nursing, dentistry, veterinary medicine, social work, speech therapy, or early childhood education); or any "position, occupation, or business that could bring the Exchange Visitor Program or the Department [of State] into notoriety or disrepute." [22 CFR § 62.23(i)(7)(iii)]
- The internship cannot serve to fill a labor need. It must exist solely to assist the student intern in achieving the objectives of his or her participation in a student internship program. The internship must consist of work-based learning, rather than ordinary employment or unskilled labor.
- The internship cannot displace American workers, whether full- or part-time, temporary or permanent.
- If in the field of agriculture, the internship must meet all requirements of the Fair Labor Standards Act and the Migrant and Seasonal Agricultural Worker Protection Act.

Financial Support Required

Host departments must verify that the student intern and any accompanying dependents will have sufficient funding for the entire length of stay. The minimum amount of financial support for an intern is \$1200 per month, plus \$500 per month for each accompanying J-2 dependent spouse or child. The internship may be paid or unpaid. If the department will pay the intern a salary or stipend, then the amount of financial support should be noted in the letter of invitation. If the internship will be unpaid, then the intern must submit evidence of financial support in the form of a bank statement or a sponsor letter.

Estimated Costs of Living (Based on Living Expenses for One Person)

Expense	Per Month	Annual Total
Housing (One or Two Bedroom Apartment)	\$600 - \$800	\$7200 - \$9600
Utilities (Electricity, Gas, Water, Sewer, Garbage)	\$115 - \$250	\$1380 - \$3000
Phone/ Cell Phone	\$30 - \$60	\$360 - \$720
Health Insurance	\$60 - \$106	\$720 - \$1272
Groceries	\$300 - \$400	\$3600 - \$4800
Miscellaneous (Bus Transport, Clothing, Bedding, etc.)	\$95 - \$150	\$1140 - \$1800
TOTALS	\$1200 - \$1,766	\$14,400 - \$21,192

SEVIS Fee and Visa Fees

Prospective J-1 interns are required to pay certain fees, described below, in order to obtain their J-1 visas* and enter the United States. Either the intern or the department may pay these fees.

SEVIS Fee: The U.S. Department of Homeland Security charges all new J-1 interns a \$180 fee to cover the costs of the Student and Exchange Visitor Information System (SEVIS), a central database that manages information related to visitors' immigration status while in the United States. The Slutzker Center, when sending the DS-2019 form, will provide prospective J-1 visitors with instructions on how to pay the SEVIS fee.

Visa Fees: In addition to the SEVIS fee, the prospective intern must pay certain visa fees. Please see the Department of State web site for more information on fee amounts: http://travel.state.gov/visa/temp/types/types_1263.html. In addition, if the visa is issued, the intern may have to pay a further visa issuance reciprocity fee, if applicable. Prospective interns can consult the following web site to determine if they must pay a visa issuance reciprocity fee and the fee amount: http://travel.state.gov/visa/fees/fees_3272.html. Interns should consult the web site of the particular embassy or consulate where they plan to apply for their J-1 visa for information on how to pay their visa fees: <http://www.usembassy.gov/>.

Health/Medical Insurance

Federal regulations require J-1 interns to maintain the following minimum level of health insurance for themselves and any J-2 dependents for the duration of their stay in the United States:

1. Medical benefits of at least \$50,000 per accident or illness
2. Repatriation of remains in the amount of \$7,500
3. Coverage for medical evacuation of the exchange visitor to his/her home country in the amount of \$10,000
4. A deductible which does not exceed \$500 per accident or illness.

Interns must provide proof of health insurance for themselves and any family members when they first arrive and report to the Slutzker Center, and again if they later apply for an extension of their J-1 status. The interns may purchase any plan that provides the minimum level of coverage listed above, or they may purchase a comprehensive insurance plan especially designed for Syracuse University's international students and scholars. The insurance plan, provided by HTH Worldwide Insurance Services, may be purchased through the University's broker, Haylor Freyer & Coon. For more information, please visit http://international.syr.edu/health_insurance.htm.

Mandatory Evaluation of J-1 Interns

Department of State regulations require that an evaluation be completed for each J-1 Student Intern at the end of his/her internship. Those internships which last longer than 6 months also require at least one additional mid-program evaluation, to be undertaken at the mid-point of the program. (The J-1 Student Intern Evaluation Form is on page 7 of this packet).

* Please note: Canadian citizens must pay the SEVIS fee, but are not required to obtain a J-1 entry visa.

APPLICATION STEPS

Step 1: Instructions for the Student Intern Applicant

The J-1 Student Intern Applicant should complete Sections 1, 2, and 3 of the Application for J-1 Student Intern and sign the statement at the end of Section 3. Once the J-1 Student Intern Applicant has completed Sections 1, 2 and 3, he/she should submit the form and supporting documents directly to the Syracuse University department which will host him/her.

In addition to Sections 1, 2, and 3 of this form, the J-1 Student Intern Applicant should submit the following materials to his/her host department:

- A copy/scan of the J-1 Student Intern Applicant's main passport information page.
- A letter from an English language instructor at the intern's institution or an English language school verifying that the intern has sufficient language skills to "function on a day-to-day basis in the internship environment." Alternatively, the intern can provide evidence of passing a recognized language test, such as the TOEFL or IELTS. The minimum TOEFL score required on the written test is 550 and on the internet-based test (iBT) is 80. The minimum IELTS score is 6.5.
- If the intern will be paid by Syracuse University, then the intern must submit a letter from the dean or academic advisor from his/her home institution which authorizes the employment.
- If the intern who will not be paid by Syracuse University, the J-1 Student Intern Applicant must submit proof of adequate financial support and provide copies to the Slutzker Center. The amount should be at least \$1200/month for the J-1 Student Intern Applicant and \$500/month for each for a dependent J-2 spouse or child(ren).

Step 2: Instructions for the Department

After receiving all documents from the J-1 Applicant, the department should complete Section 4 and submit the entire Application for J-1 Student Intern (Sections 1, 2, 3, and 4) along with any accompanying financial documentation and passport copies to the Slutzker Center for International Services.

In addition to this form, departments are required to provide the following materials:

- An invitation letter on department letterhead, inviting the J-1 Student Intern to come to SU as visiting student intern.
- A Training/Internship Placement Plan (DS-7002) for each intern. A fillable version of this form is available at <http://www.state.gov/documents/organization/84240.pdf>. Please complete the DS-7002 form and sign under "Supervisor's Signature", but leave "Sponsor's Signature" and "Program Number" blank. The Slutzker Center will complete that portion of the DS-7002. The Slutzker Center will send the form to the J-1 Student Intern with the other visa support documents. The J-1 Student Intern will need this form when he/she applies for his/her visa.

Please submit all of the requested information. The Slutzker Center must have these materials in order to process your request for your prospective intern's immigration documents.

Step 3: Slutzker Center for International Services

After receiving all documents from the J-1 Applicant and Department as well as the supporting documents, the Slutzker Center for International Services will process the DS-2019 Forms for the J-1 Student Intern and for all J-2 Dependents in the US Citizenship and Immigration Services SEVIS Database (Student and Exchange Visitor Information System).

Along with the DS-2019(s), the Slutzker Center for International Services will prepare a packet for the J-1 Student Intern Applicant which will include an invitation letter and information about: the J-1 Exchange Visitor Program, paying the SEVIS fee, obtaining the J-1 Visa, travel to the United States, and general information Syracuse University and Syracuse, New York. The department will be asked to send this information along with the department's appointment letter to the J-1 Applicant (likewise, the Slutzker Center can ship items if provided with an express mail account).

Processing Time - Plan 2 Months in Advance

After submission of the complete J-1 Student Intern Application, please allow at least 1 week for the Slutzker Center to process and prepare all supporting J-1 Visa documents.

Overall processing time for the student intern to obtain a J-1 visa and arrive in the US is a minimum of at least 8 weeks (more if there are delays due to Technology Alert List or background checks).

SECTION 2: DEPENDENT FAMILY INFORMATION (FOR SPOUSE AND CHILDREN'S J-2 DS-2019)

IF YOU REQUIRE DOCUMENTS FOR YOUR SPOUSE OR DEPENDENT CHILDREN, PLEASE COMPLETE THIS SECTION.

FAMILY FINANCIAL SUPPORT: To bring a spouse or any children, a J-1 Student Intern must show financial support above the minimum of \$14,400 per year (\$1200/ month). Financial Support of \$6000 per year (\$500/ month) must be shown for each J-2 dependent - spouse and child(ren).

IMPORTANT NOTES:

- DS-2019 documents can be issued only to a dependent spouse and to unmarried, dependent children under 21 years of age. Married children and children over 21 years old cannot be issued a J-2 DS-2019 and cannot hold J-2 status.
- The Dept of State requires that the J-1 and J-2 DS-2019s be issued at the same time, prior to the J-1's visa appointment at a US Embassy or Consulate.

Spouse's Information	Full Name of Spouse: _____ <div style="display: flex; justify-content: space-between; font-size: small;"> Family/Last Name (Surname) Given Name (First) Middle Name (if any) </div> City of Birth: _____ Country of Birth: _____ Country of Citizenship: _____ Country of Permanent Residence _____ Date of Birth: (month/ day/ year): _____ Spouse's Gender : <input type="checkbox"/> male <input type="checkbox"/> female
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Child's Information	Full Name of Child (required): _____ <div style="display: flex; justify-content: space-between; font-size: small;"> Family/Last Name (Surname) Given Name (First) Middle Name (if any) </div> City of Birth: _____ Country of Birth: _____ Country of Citizenship: _____ Country of Permanent Residence _____ Date of Birth: (month/ day/ year): _____ Child's Gender : <input type="checkbox"/> male <input type="checkbox"/> female
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For additional children, please copy this section and submit as a separate page with the above requested information.

SECTION 3: FINANCIAL INFORMATION

If self-funded or externally funded, the minimum funding requirement for a student intern is \$1200 per month (\$14,400 per year) and \$500 per month (\$6000 per year) for each accompanying dependent. Funding must be arranged prior to issuance of a DS-2019 form. No additional funding from Syracuse University should be expected after arrival.

If funds are from an organization, grant, or government support, please attach a signed copy of any letters of award or sponsorship. If on personal funds, please attach a bank statement not more than 6 months old. **Proof of funding must accompany this form.**

SOURCES OF FUNDS	NAME OF SOURCE OF FUNDING	ASSURED SUPPORT (IN US DOLLARS)
1. Syracuse University		\$
2. International Organization		\$
3. Scholar's Government		\$
4. Personal/Family Funds		\$
5. Other Source		\$

REQUIRED DOCUMENTATION TO BE SUBMITTED WITH THIS FORM

- Copy/Scan of Passport Identification Pages (For yourself and any accompanying dependents)
- Copy/Scan of Proof of Financial Support or Bank Statement (if not being funded by Syracuse University) or letter from dean or academic advisor at home institution authorizing employment at Syracuse University (if paid by Syracuse University)
- Copy/Scan of Proof of English Language Proficiency (either letter from English language instructor, TOEFL Score, or IELTS Score)

NOTE: If currently inside the United States, please include copy/Scan of current/ most recent Visa Stamp, I-94 Card, and current/previous DS-2019's, I-20's, I-797 Approval Notices (for yourself and any accompanying dependents).

I certify that the above information is correct and complete, and that I shall notify the University of any change in my personal information or internship plans.

Intern's Signature: _____ Date: _____ month _____ day _____ year



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***J-1 Student Intern
 Application
 FOR DEPARTMENT:
 SECTION 4***

**SECTION 4: DEPARTMENTAL APPROVAL FOR J-1 STUDENT INTERN SPONSORSHIP
 TO BE COMPLETED BY SYRACUSE UNIVERSITY HOST DEPARTMENT**

Name of J-1 Student Intern: _____

Dates of Intended J-1 Sponsorship: _____ through _____
month day year month day year

Title of Intern's Position at Syracuse University: _____

Description of Duties: _____

SU Academic Department: _____

Faculty Sponsor's Name: _____ Email: _____

Administrative Contact/ Office Manager: _____

Administrative Contact Phone Number: _____ Email: _____

By signing below, we attest that we will comply with the following departmental/college responsibilities in hosting a J-1 Intern:

1. The department acknowledges and agrees to conform to the J-1 program requirements and prohibitions established by federal law 22 CFR § 62.23 (please see page 1 of this packet).
2. **The department will have the intern make an appointment to check in with the Slutzker Center by the first day of their appointment** so that the Slutzker Center can fulfill the government's reporting requirements and complete an I-9 form, if applicable.
3. If an extension of program is necessary, the department will provide an updated appointment letter, proof of any additional funding, and a completed J-1 Student Intern Evaluation Form **at least two weeks prior to the current program end date**.
4. If the intern does not come to Syracuse University as expected or will be delayed in arriving, the department will inform the Slutzker Center as soon as possible so that his or her documents can be updated.
5. If the intern ends his or her participation in the program more than 30 days earlier than the expected appointment date, the department will inform the Slutzker Center so that his or her immigration record can be updated as required by law.
6. Upon completion or termination of appointment, the department will inform the Slutzker Center of the intern's departure date by either email or formal letter.
7. After the completion of the internship program, the department **will provide the Slutzker Center with an evaluation of the intern's participation** (please see page 7 of this packet). Programs lasting more than six months must include a mid-term and final evaluation.
8. The department understands that the Slutzker Center does not provide assistance in making housing arrangements.

Required Signatures:

Faculty Sponsor: _____ Date: _____

Dept. Chair/ Dean: _____ Date: _____

MAILING PREFERENCES

Once SCIS receives the complete forms from the department, we will issue the necessary DS-2019 form(s) required to obtain a J visa and immigration status. SCIS can only send these forms to the prospective scholar by regular airmail. If you prefer to send the form by express mail, please either pick up the form from SCIS or provide SCIS with an express mail account number for the charge. Please indicate your mailing preference below:

- Department picks up and sends the form and appointment letter.
- SCIS sends the form:
 - by regular air mail
 - by express mail (please provide Fed Ex, UPS, or DHL account number: _____)
- Check here if you are providing the original copy of the appointment letter for SCIS to send with the form



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***J-1 Student Intern
Evaluation Form***

In accordance with US Department of State Regulations, the hosting professor of a Syracuse University J-1 Student Intern must provide an evaluation of the Intern's progress and performance. J-1 Student Intern Evaluations must be completed at the end of the internship, and those internships which last longer than 6 months also require at least one additional mid-program evaluation (to be undertaken at the mid-point of the program). The sponsoring department must retain J-1 Student Intern evaluations for at least 3 years following the completion of each intern's program. A copy of each evaluation must be submitted to the Slutzker Center (either electronic or hard copy).

To process an extension of an internship, a completed intern evaluation must be submitted with the request for program extension. Extensions will not be granted to interns whose program evaluations have not been submitted. The Slutzker Center will not process any requests for new J-1 Student Interns for professors who have not submitted evaluations for interns under their current or past supervision.

Instructions: The professor/supervisor should complete Section 1 and the J-1 student intern should complete Section 2 of the form below; evaluation forms must be signed both by the professor/supervisor and the J-1 Student Intern. Please return to the Slutzker Center lescis@syr.edu.

SECTION 1: TO BE COMPLETED BY THE HOST PROFESSOR

Intern's Name: _____

Professor's Name: _____

Professor's Title: _____ Academic Department: _____

Type of Evaluation (Check one): Mid-Program Evaluation End-of-Program Evaluation

1. Please evaluate intern's performance on tasks outlined in Training Plan: Excellent Above Average Average Below Average

Comments: _____

2. Were there any problem areas that should be addressed to improve the experience of future interns? Yes No

If yes, please comment: _____

3. How would you rate the overall training program and its benefits? : Excellent Above Average Average Below Average

Comments: _____

Professor's Signature: _____ Date: _____

SECTION 2: TO BE COMPLETED BY J-1 STUDENT INTERN

Name: _____ Email Address: _____

1. How would you rate the overall training program and its benefits to you? Excellent Above Average Average Below Average

Comments: _____

2. How will this internship experience be of value to your academic program in your home country upon your return?

3. Other comments: _____

I hereby certify that I have read Section 1 of the Student Intern Evaluation, which was completed by my Sponsoring Professor.

Intern's Signature: _____ Date: _____

TEMPLATE FOR INVITATION/APPOINTMENT LETTER FOR SELF-FUNDED INTERNS

[PLEASE PRINT ON DEPARTMENTAL LETTERHEAD]

J-1 INTERN'S NAME

J-1 INTERN'S ADDRESS

DATE

Dear J-1 INTERN'S NAME:

I am pleased to invite you to participate in an internship with the DEPARTMENT NAME in the SCHOOL/COLLEGE NAME at Syracuse University.

Under the terms of our agreement to host you during your internship, you will be sponsored to conduct research as a J-1 Student Intern for the duration of LENGTH OF SERVICE, from SEPTEMBER 1, 2012 until AUGUST 31, 2013.

During your period of research, your faculty sponsor and contact at Syracuse University will be SUPERVISOR'S NAME AND TITLE.

As part of our commitment to host you, the DEPARTMENT NAME will give you office space and a computer to carry out your research, a Syracuse University NetID computer account, access to the university library and its research databases, and access to all standard administrative services. You will be responsible for all of your personal expenses during your stay at Syracuse University, including for transportation, housing, meals, and medical insurance.

We look forward to your arrival. Please keep us informed as you make your plans to arrive at Syracuse University, and feel free to contact me if you have any further questions.

Sincerely,

DEPARTMENT CHAIR



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Technology Alert List & Visa Processing

TECHNOLOGY ALERT LISTS & VISA DELAYS

Student Interns who will conduct research or teach in fields (primarily sciences, engineering, and technology) that are related to the fields on the Technology Alert List (TAL) can expect lengthy delays for their visa issuance. While the current version of the Technology Alert List is not available to the public, an older version of the Technology Alert List gives a list of 15 categories that are subject to clearance, which provides helpful guidance in preparation.

It is important to note that a scholar does not have to be conducting research in a field that is on this list to be subject to TAL clearance. If the Consular Officer feels that the field of research or teaching is possibly related to one of the 15 fields below, the scholar will have to provide additional information to obtain TAL clearance prior to issuance of a visa. It is important that departments in the science, engineering, and technology fields help their student interns by providing an additional support letter to clarify what the intern's research area is and whether or not it relates to any of the fields on the TAL list below. A sample TAL support letter is provided on the following page.

TECHNOLOGY ALERT LIST FIELDS (FROM DOS cable 2002 State 147566 - October 18, 2002)

- A. Conventional Munitions** – including weaponry, countermeasures systems, and detection
- B. Nuclear Technology** – including peaceful and military applications and theoretical usage
- C. Rocket Systems** – including ballistic missile systems, space launch vehicles, and sounding rockets
- D. Rocket System and Unmanned Air Vehicle (UAV) Subsystems** – propulsion technologies, aerospace thermal and high-performance structures, superalloys
- E. Navigation, Avionics and Flight Control Useable In Rocket Systems and Unmanned Air Vehicles (UAV)** – internal navigation systems, tracking and homing devices, accelerometers, gyroscopes, flight control systems, GPS
- F. Chemical, Biotechnology and Biomedical Engineering** – including many dual-use technology in areas such as: aerobiology, biochemistry, pharmacology, immunology, virology, bacteriology, mycology, microbiology, pathology, toxicology, genetic engineering, pathogenecity research, organo-phosphate chemistry, neurochemistry, chemical engineering, neurology, immunology, etc.
- G. Remote Sensing, Imaging and Reconnaissance** – including work with satellite and aircraft remote sensing equipment that can be used for civilian imagery projects or for military/intelligence reconnaissance activities
- H. Advanced Computer/Microelectronic Technology** – including supercomputing, data fusion, acoustic wave devices, hybrid computing, superconductivity, etc.
- I. Materials Technology** – work with metallic, ceramic, composite, and synthetic materials
- J. Information Security** – technology related to cryptography and cryptographic systems
- K. Laser and Directed Energy Systems Technology** – lasers, optical tracking, directed and kinetic energy technology
- L. Sensors and Sensor Technology** – marine acoustics, optical sensors, magnetometers, image intensification devices
- M. Marine Technology** – tech associated with submarines, propulsion systems, navigation, and quieting systems
- N. Robotics** – tech associated with AI, automation, computer-controlled machine tools, pattern recognition tech
- O. Urban Planning** – architecture, civil engineering, community development, environmental planning, geography, housing, landscape architecture, land use and comprehensive planning, urban design

TECHNOLOGY ALERT LIST LETTER

FOR STUDENTS IN SCIENCE, ENGINEERING OR TECH FIELDS

[PLEASE PRINT ON DEPARTMENTAL LETTERHEAD]

Dear Consular Officer:

I write on behalf of Syracuse University regarding STUDENT INTERN'S NAME, who has been invited by the DEPARTMENT'S NAME to participate in a supervised internship. I am a professor and the Department Chair of the DEPARTMENT NAME, having been employed at Syracuse University for ___ years.

STUDENT INTERN'S NAME is scheduled to begin an internship in our department on DATE. HIS/HER duties will include LIST SPECIFIC INTERNSHIP FOCUS.

STUDENT INTERN'S NAME's area of focus at HIS/HER home institution is in FIELD OF EXPERTISE, and HE/SHE will conduct research related to that field.

Neither STUDENT INTERN'S NAME's research nor HIS/HER field of study are found on the Critical Fields List of the Technology Alert List, and HIS/HER work will not involve matters of national security. As the State Department has recognized, information in the public domain (*e.g.*, widely available to the public), and information presented in an academic course or intended for publication generally is not controlled for U.S. technology transfer control purposes.

We respectfully request that STUDENT INTERN'S NAME's visa application be reviewed as expeditiously as possible and that a J-1 visa be granted.

Please contact me at EMAIL ADDRESS AND/OR PHONE NUMBER should you have any questions or require additional information.

Sincerely,

DEPARTMENT CHAIR