



TEXAS TECH UNIVERSITY

# International Student *and* Scholar Services™

## **J-1 Student Intern Program Application and Documentation Process:**

### **Step 1: Application**

**Supervisor completes Part I and Part II of J-1 Student Intern program *APPLICATION*** and submits the PDF file to TTU J program Responsible Officer for review, along with the following documents:

- I. **Documentation of English language skills** - required for the J-1 Student Intern Program. (Standardized test scores, or other certifications)
- II. **Financial Document/s** - required if not funded through TTU
- III. **Passport copy** of prospective Student Intern
- IV. **Proof of Health Insurance** that meets (or preferably exceeds) US State Department minimums for J status

### **Step 2: Creation of Form DS-7002 and Form DS-2019**

When ISSS receives all of the required and completed documentation, the J-1 program Responsible/Alternate Responsible Officer in ISSS will prepare the DS-7002 and DS2019 and will send the DS 7002 to the department for an original signature from the supervisor.

### **Step 3: Mailing the J-1 Student Intern Documents**

After the signed DS 7002 is returned to ISSS (scanned or hard copy), ISSS will send the J-1 student documentation to the student using a Federal Express account number provided by the department. This will be sent to the address provided by the J-1 Student Intern.

### **Step 4: Student receives the DS20019, DS7002 and accompanying materials**

Upon receipt of the documentation, the student intern will sign the hard copy of the DS7002 before presenting it to the official at the US consular office for their visa interview.

### **Step 5: Mandatory Summative Evaluation**

According to Department of State J Student Internship regulations, an evaluation based on the evaluation criteria described on the Student Intern's DS-7002 is required. All required evaluations **must be completed prior to the conclusion of a student internship**



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**program**, and the student intern and his or her immediate supervisor must sign the evaluation forms. At a minimum, all programs require a concluding evaluation, and programs lasting longer than six months also require a midpoint evaluation. For programs exceeding six months' duration, at a minimum, midpoint and concluding evaluations are required. A sponsor must retain student intern evaluations (electronic or hard copy) for a period of at least three years following the completion of each student internship program. By signing the DS-7002, the supervisor agrees to comply with all Student Intern regulations including this requirement.

### **For inquiries please contact:**

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