



INTERNATIONAL AFFAIRS

TEXAS TECH
Office of the Provost

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:
- **Invitation letter from Host Department**
- **Passport bio page copy** of prospective Student Intern
- **Documentation of English language skills** - required for the J-1 Student Intern Program. (Standardized test scores, or other certifications)
- **OESC Foreign National /Visitor Export Control Questionnaire** (required by OESC)
- **Financial Document/s** - required if not funded through TTU
- **Proof of volunteer position authorization through HR**-required if not paid by TTU
(HR contact for a volunteer position: hr.volunteerworkers@ttu.edu)
- **EV's previous DS-2019s if applicable**

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 DS-2019 and will send the DS-7002 to the department for signature from the supervisor.

Step 3: Mailing the J-1 Student Intern Documents

After the signed and scanned DS-7002 is returned to ISSS, ISSS will send the J-1 student documentation to the student electronically.

Step 4: Student receives the DS-2019, DS-7002, and accompanying materials

Upon receipt of the documentation, the student intern will sign the hard copy of the DS-2019 and DS-7002 before presenting it to the official at the US consular office for their visa interview.

Student interns will need to present their Proof of Health Insurance that meets (or preferably exceeds) US State Department minimums for J-1 status. The relevant

document will be sent as part of the accompanying documents.

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 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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