

**Auburn University**  
**International Student and Scholar Services**

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<http://www.auburn.edu/academic/international/iss/>

**DS-2019 REQUEST FORM for J-1 STUDENT INTERNS**

International Student and Scholar Services (ISSS) is responsible for administering the Exchange Visitor Program at Auburn University, and for approving and signing all documentation connected with the Exchange Visitor Program.

Hosting an international visitor in your department for the purpose of pursuing an internship or training makes you a participant in the Department of State's Exchange Visitor Program at Auburn University. The Exchange Visitor will receive what is known as a J-1 non-immigrant classification from the U.S. government. Even though the purpose of the Exchange Visitor Program is to promote educational and culture exchange, the participants may receive a stipend or salary from Auburn University. **Please read the following information before completing the attached DS-2019 Request Form.**

**Overview of J-1 Visa**

The J-1 visa is for individuals who are coming to the U.S. for a short-term program in a variety of different areas: research, teaching, training and observing. ISSS at Auburn University authorizes documents only for student interns. The SEVIS DS-2019 is the document issued by ISSS to any person approved by Auburn University for a J-1 program. Those individuals who wish to enroll primarily as a degree-seeking student at Auburn University should apply with International Undergraduate Admissions (<http://www.auburn.edu/admissions/>) or the Graduate School (<http://www.grad.auburn.edu/>).

It is important to note that the J program is a temporary program and that J visa holders should have no immigrant intent. This visa category should not be used by departments or foreign nationals for permanent employment position or to seek permanent residency in the United States.

The J Exchange Visitor classification authorized by I.N.A. § 101(a)(15)(J) was developed to implement the Mutual Educational and Cultural Exchange Act (Fulbright-Hayes Act) of 1961 [Public Law 87-256, as amended, 22 U.S.C. § 2451, et seq.]. The overall purpose of that Act and the objective of the Exchange Visitor classification is "to increase the mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchanges." The Department of State issues J visas and establishes and administers the federal regulations and policies governing the J Exchange Visitor Program.

**Eligibility Requirements for All J-1 Exchange Visitors**

There are a few basic requirements for all J-1 Exchange Visitors:

1. Intent to pursue appropriate activity (such as teaching or research).
2. Intent to return to home country after completion of program (as determined by consular officer).
3. Sufficient funding for program.
4. Appropriate background for program activity (i.e., the J-1 visitor is currently pursuing a degree in their home country).
5. Adequate English proficiency (as determined by the host department).

**Description of Student Intern Category**

This J-1 visa category allows international students currently enrolled and pursuing a degree at a postsecondary academic institution outside the U.S. to participate in student internship programs for up to 12 months (limited to just 12 months of internship per degree level). Departments planning to host J-1 Student Interns are responsible for developing an internship plan, evaluating intern participation, and

supporting the intern through faculty mentorship.

### **J-1 Student Intern Program Requirements**

The Department of State has established the following requirements for participation in the J-1 Student 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 student 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 on 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 (<http://www.dol.gov/whd/flsa/>) and the Migrant and Seasonal Agricultural Worker Protection Act (<http://www.dol.gov/whd/mspa/>).

### **Host Responsibilities**

*\*Please carefully read all the host responsibilities*

- The AU hosting faculty member is responsible for ensuring that ISSS is notified of any changes in the exchange visitor's program such as early departure, changes in location of activity or any changes that differ from the AU activities outlined in the original DS-2019 Request Form.
- The host should communicate with the exchange visitor before arrival to arrange for airport pickup and assisting them in finding housing; arrange for office space within the department; and ensure that the visitor is integrated into the activities of the department. The host is expected to assist or collaborate with the exchange visitor and to be aware of the visitor's activities.
- The host should anticipate providing opportunities to the exchange visitor to visit local sites of interest as part of orienting the visitor to the area and enriching their experience while at AU.
- If the hosting faculty member will be out of the office or out of town for long periods of time during the exchange visitor's time at AU, the host should have a co-host available to assist the intern. Both the host and co-host should sign this application form so that ISSS is aware.
- The hosting professor must provide an evaluation of the intern's progress and performance. The 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 completed at the mid-point of the program). Evaluations will be sent to the hosting department 30 days prior to the end of the internship. The hosting department must retain the J-1 Student Intern Evaluations for at least three years following the completion of each intern's program. A copy of each evaluation must be submitted to ISSS.
- *Support their J scholar or J student in their scholarship and study and to adhere to Department of State regulations for the J Exchange Visitor Program as well as all applicable Auburn University policies;*
- *Ensure that J visitors obtain their required health insurance through the Office of International Programs or provide OIP with evidence for a waiver;*
- *Ensure that the J exchange visitor takes part in cultural activities and events sponsored by the Faculty*

- *Host, department, college, University, the Graduate School, or the Office of International Programs;*
- *Abide by Graduate School and Office of the Vice President for Research policies and procedures for mentoring J students and J scholars as graduate students or post-doctoral scholars; and*
- *Coordinate with departmental and college research/graduate education committees to*
  - *Ensure reporting to university or program/student sponsors as required,*
  - *Monitoring of workload and work hour assignments to meet University employee policies for reasonableness and equity, and*
  - *Monitoring of the research laboratory environment for appropriateness and safety with any issues being addressed through departmental, college, or university processes as facilitated by department chairs and committees that oversee graduate education and hosting of scholars.*

### **The Two-Year Home Residency Requirement**

Upon completion of an Exchange Visitor Program in the United States, certain J-1 Exchange Visitors are required to live in their home country for a period of two years before they are eligible to apply for an H visa, K visa, L visa or permanent resident status. The two-year home country residence requirement applies to those Exchange Visitors who (1) are financially supported by the U.S. government or their home government; or (2) have skills which are needed in their home country, as specified on the U.S. Department of State Skills List. To review the U.S. Department of State Skills List, please go to this website: <https://travel.state.gov/content/travel/en/us-visas/study/exchange/waiver-of-the-exchange-visitor/exchange-visitor-skills-list.html>. The purpose of the home country residence requirement is to enforce the return of Exchange Visitors to carry out the educational objectives of the program. Waivers of the residence requirement can be granted under certain circumstances. Subjectivity to the two-year home country residence requirement is noted on the bottom of the DS-2019 form or the J-1 visa.

### **SEVIS Fee and Visa Fees**

Prospective J-1 exchange visitors are required to pay certain fees, described below, to obtain the J-1 visas and enter the United States.

**SEVIS Fee:** The Department of Homeland Security charges all new J-1 student interns a \$220.00 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. ISSS will provide J-1 visitors with instructions on how to pay the SEVIS fee once the DS-2019 has been processed.

**Visa Fee:** In addition to the SEVIS fee, the prospective J-1 Exchange Visitor must pay certain visa fees. Please see the Department of State website for more information on fee amounts: <http://travel.state.gov/content/visas/english/fees/fees-visa-services.html>. Once the visa is issued, the exchange visitor may have to pay a further visa issuance reciprocity fee, if applicable. Prospective J-1 Exchange Visitors can consult the following website to determine if they must pay a visa issuance reciprocity fee and the fee amount: <https://travel.state.gov/content/visas/en/study-exchange/exchange.html>. J-1 Exchange Visitors should consult the website 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/>.

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

### **Health Insurance Requirement**

All J-1 students/scholars as well as accompanying dependents **are required** to:

- Participate in the AU Group Health Insurance Plan.
- Be responsible for insurance costs upon arrival into the U.S. Estimated cost of insurance, \$170 per month per person, is not included in your living or tuition expenses (Please see [Insurance Enrollment and Waiver Procedures](#) for enrollment terms dates).
- Maintain insurance during their duration of stay inside the U.S.

This insurance policy provides health care coverage while the student/scholar is in the United States. The Group Health Insurance Plan is provided by Blue Cross/Blue Shield of Alabama. For general

information regarding the health insurance plan we provide, please go to this website: <http://www.auburn.edu/academic/international/iss/insurance/>. For specific questions you may send an email to [insurance@auburn.edu](mailto:insurance@auburn.edu). **DO NOT purchase other health insurance plans** from your government or private insurance providers; otherwise, you will be responsible for paying for two insurance policies.

### **Application Process**

**Step 1 – Instructions for the J-1 Applicant:** The J-1 applicant should complete Sections 1, 2 and 3 of the DS-2019 Application. In addition to Sections 1, 2 and 3 of this form, the J-1 application should submit the materials listed at the end of Section 3 (Required Documentation to be Submitted with this Form) to his/her host department.

**Step 2 – Instructions for the Department:** After receiving all documents for the J-1 applicant, the department should complete Section 4, the English Proficiency Form, the DS-7002 Form Training/Internship Placement Plan, the Banner ID Request Form, and submit the entire application for authorization signatures. This application should be signed by the hosting faculty member, the Department Chair, the Dean, the AU Research Security Officer and the Provost Office. The department should also include an original invitation letter and complete the Banner ID Request Form. If the department will employ the J-1 visitor, it should be indicated in the invitation letter. In cases where the intern will be employed, the invitation letter should also include the salary, position duration, job duties, number of work hours, any other compensation/benefits and any deductions from wages (State and Federal taxes, FICA, retirement, etc.). The application must be complete and attached with all required supplemental materials. Any incomplete applications will be sent back to the hosting faculty member for completion.

**Step 3 – International Student and Scholar Services:** After receiving all documents from the J-1 applicant and the hosting department, ISSS will process the DS-2019 forms for the J-1 applicant and any accompanying J-2 dependents in SEVIS (Student and Exchange Visitor Information System).

Once the DS-2019 forms are processed, the J-1 applicant will receive an email which will contain their SEVIS ID number, Auburn University's program number, their J-1 category and general information (paying the SEVIS fee, obtaining the J-1 visa, travel to the U.S., etc.). The hosting faculty member will also receive an email from ISSS which indicates that the DS-2019 forms are ready to be picked up at the OIP Front Desk (main desk in Foy Hall lobby). It will be the hosting faculty member's responsibility to ship the documents to the J-1 applicant.

**Processing Time:** Allow at least 10-14 business days for ISSS to prepare all documents. Overall processing time for the intern to obtain a J-1 visa and arrive in the U.S. is a minimum of at least 8 weeks (more if there are delays due to random background checks).

**DS-2019 REQUEST FORM: J-1 STUDENT INTERN**  
**International Student and Scholar Services, Auburn University**

*\*Sections 1, 2 and 3 to be completed by international applicant and submitted to host department with required documentation. Please type or print clearly.*

**Section 1: J-1 Visitor's Demographic Information**

**Name and Residence Information**

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Full Name (as on passport): \_\_\_\_\_ Last/Family Name

\_\_\_\_\_ First/Given Name

\_\_\_\_\_ Middle Name (if any)

Date of Birth: \_\_\_\_\_ MM/DD/YYYY

Gender:  Male  Female

Place of Birth: \_\_\_\_\_ City

\_\_\_\_\_ Province/Territory

\_\_\_\_\_ Country

Citizenship and Residence: \_\_\_\_\_ Country of Citizenship

\_\_\_\_\_ Country of Permanent Residence

**Education Information**

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Are you currently enrolled as a student at a university or college outside of the U.S.?

Yes  No

Which degree are you currently pursuing?

Bachelor's  Master's  Doctoral  Other: \_\_\_\_\_

What is your academic field of study? \_\_\_\_\_

What is the name and location of your institution? \_\_\_\_\_

What is your expected graduation date? (MM/DD/YYYY): \_\_\_\_\_

**Contact Information**

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Address in Home Country: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Position Information** *\*Please provide information about your intended position with Auburn University*

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Auburn Academic Department: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

**If Currently in the United States**

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Current Immigration Status: \_\_\_\_\_

Expiration Date of Status: \_\_\_\_\_ MM/DD/YYYY

Document which shows current Status (Provide copy):

I-797 Approval Notice  DS-2019  I-20  I-94

If currently in J-1 status, which category are you? (Provide copy of current DS-2019):

Professor  Research Scholar  Short-Term Scholar  Student/Intern  Specialist  Other

Start Date of Current J-1 Status: \_\_\_\_\_ MM/DD/YYYY – MM/DD/YYYY

Program Sponsor: \_\_\_\_\_ (Name/program # on line 2 of DS-2019)

**Section 2: Financial Information**

*The minimum support for a single visitor is \$1,500 per month, plus \$400 per month for a spouse and \$350 per month, per child. If support is not from Auburn University, attach documentation in English with amounts in U.S. dollars.*

**Source of Funds**

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Auburn University: \_\_\_\_\_ Name of Funding Source

\_\_\_\_\_ Amount (in U.S. Dollars)

International Organization: \_\_\_\_\_ Name of Funding Source

\_\_\_\_\_ Amount (in U.S. Dollars)

Exchange Visitor Gov't: \_\_\_\_\_ Name of Funding Source

\_\_\_\_\_ Amount (in U.S. Dollars)

Other Organization: \_\_\_\_\_ Name of Funding Source

\_\_\_\_\_ Amount (in U.S. Dollars)

Personal Funds: \_\_\_\_\_ Name of Funding Source

\_\_\_\_\_ Amount (in U.S. Dollars)

### **Section 3: Dependent Family Information**

*If you require visa documents for your spouse or children, please complete this section.*

*Please note: DS-2019 documents can be issued only to dependent spouses and to unmarried, dependent children under 21 years of age. Married children and children over 21 years old cannot be issued a DS-2019 and cannot hold J-2 status.*

### **Spouse's Information**

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Full Name (as on passport): \_\_\_\_\_ Last/Family Name

\_\_\_\_\_ First/Given Name

\_\_\_\_\_ Middle Name (if any)

Date of Birth: \_\_\_\_\_ MM/DD/YYYY

Gender:  Male  Female

Place of Birth: \_\_\_\_\_ City

\_\_\_\_\_ Province/Territory

\_\_\_\_\_ Country

Citizenship and Residence: \_\_\_\_\_ Country of Citizenship  
\_\_\_\_\_ Country of Permanent Residence

Email Address: \_\_\_\_\_

**First Child's Information**

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Full Name (as on passport): \_\_\_\_\_ Last/Family Name  
\_\_\_\_\_ First/Given Name  
\_\_\_\_\_ Middle Name (if any)

Date of Birth: \_\_\_\_\_ MM/DD/YYYY

Gender:  Male  Female

Place of Birth: \_\_\_\_\_ City  
\_\_\_\_\_ Province/Territory  
\_\_\_\_\_ Country

Citizenship and Residence: \_\_\_\_\_ Country of Citizenship  
\_\_\_\_\_ Country of Permanent Residence

Email Address: \_\_\_\_\_

**Second Child's Information**

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Full Name (as on passport): \_\_\_\_\_ Last/Family Name  
\_\_\_\_\_ First/Given Name  
\_\_\_\_\_ Middle Name (if any)

Date of Birth: \_\_\_\_\_ MM/DD/YYYY

Gender:  Male  Female

Place of Birth: \_\_\_\_\_ City

\_\_\_\_\_ Province/Territory

\_\_\_\_\_ Country

Citizenship and Residence: \_\_\_\_\_ Country of Citizenship

\_\_\_\_\_ Country of Permanent Residence

Email Address: \_\_\_\_\_

*\*Note – For additional children, please copy this section and submit as a separate page with the above requested information.*

### **Required Documentation to be Submitted with this Form**

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- Copy/Scan of Passport Identification Pages (for yourself and any accompanying dependents).
- Copy/Scan of Proof of Financial Support or Bank Statement.
- Curriculum Vitae or Resume.
- Copy/Scan of Transcripts.

If already in the U.S., also include the following:

- Copy/Scan of current/most recent Visa Stamp (for yourself and any accompanying dependents).
- Copy/Scan of I-94 (for yourself and any accompanying dependents).
- Copy/Scan of current/previous DS-2019's, I-20's, I-797 Approval Notices (for yourself and any accompanying dependents).

**DS-2019 REQUEST FORM: J-1 STUDENT INTERNS**  
**International Student and Scholar Services, Auburn University**

*\*Sections 4 and 5 to be completed by Auburn University Hosting Department. Please type or print clearly.*

**Section 4: J-1 Department Information and Approval**

Dates of Intended Sponsorship: \_\_\_\_\_ MM/DD/YYYY – MM/DD/YYYY

Interns field of training/research: \_\_\_\_\_

Auburn Department: \_\_\_\_\_

J-1 Host: \_\_\_\_\_ First and Last Name

\_\_\_\_\_ Phone Number

\_\_\_\_\_ Email Address

Visitor Work Address: \_\_\_\_\_ Address Line 1

\_\_\_\_\_ Address Line 2

\_\_\_\_\_ Address Line 3

Type of Supervisor:  Direct (close supervision)  
 Indirect (will work independently)

Is the proposed visitor a relative or family member of the hosting faculty member?  Yes  No

**Required Documentation to be Submitted with this Form**

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- Original invitation letter to visitor.
- Detailed description of activity, which describes what the intern will be doing at Auburn University.
- All required signatures below (page 10).
- A complete Banner ID Request Form (pages 14-15).
- A complete DS-7002 Form (page 16).

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

1. The department and college agree to host the intern included on this form as a J-1 Exchange Visitor and have read and understand the host responsibilities outlined on pages 2-3.
2. The department will have the J-1 Exchange Visitor (and any accompanying dependents) make an appointment to check in with ISSS by the first day of his/her appointment so that ISSS can fulfill SEVIS reporting requirements.

3. If the exchange visitor decides to not come to AU or will be delayed in arriving, the department will inform ISSS as soon as possible.
4. The department understands that all J-1 Exchange Visitors and their J-2 dependents are required by Auburn University and the U.S. Department of States to be covered by health insurance which is provided by ISSS.

Failure of the Faculty Host to adhere to these guidelines, or the creation of a serious problem or controversy that has the potential for or that could be expected to bring the Department of State's J Exchange Visitor Program into notoriety or disrepute, may result in the loss of the privilege of hosting J students and scholars at Auburn University.

**Required Signatures**

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Hosting Faculty Member: \_\_\_\_\_ Signature  
\_\_\_\_\_ Date (MM/DD/YYYY)

Department Chair: \_\_\_\_\_ Signature  
\_\_\_\_\_ Date (MM/DD/YYYY)

Dean: \_\_\_\_\_ Signature  
\_\_\_\_\_ Date (MM/DD/YYYY)

Research Security Officer: \_\_\_\_\_ Signature  
\_\_\_\_\_ Date (MM/DD/YYYY)

**ENGLISH PROFICIENCY FORM: J-1 STUDENT INTERNS**  
**International Student and Scholar Services, Auburn University**

*\*To be completed by Auburn University Hosting Department. Please type or print clearly.*

The U.S. Department of State now requires all incoming J exchange visitors to verify their English proficiency to “successfully participate in his or her program and to function on a day-to-day basis.” [22 CFR 62.11 (a)(2)].

The Auburn University hosting departments must determine that prospective exchange visitors possess sufficient proficiency in the English language as determined by an objective measurement. Verification of English proficiency can be done through a recognized English Language test (TOEFL, IELTS, etc.), signed documentation from an academic institution or English language school, or through a documented interview conducted by the sponsoring department. Some incoming student interns may be exempt from the English proficiency assessment requirement, please see the see the list of exempt countries on the next page.

**Please choose one:**

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- TOFEL, IELTS, etc. – \*Please attach results.
- English language proficiency verified during interview conducted by Auburn University inviting department, see the English Proficiency Interview section below.
- The incoming exchange visitor is exempt from the language requirement – \*Please attach copy of diploma or letter.

**English Language Proficiency Interview**

Name of Prospective Student Intern: \_\_\_\_\_ First and Last Name

Auburn Department: \_\_\_\_\_

Interviewer: \_\_\_\_\_ First and Last Name

\_\_\_\_\_ Title

Date of Interview: \_\_\_\_\_ MM/DD/YYYY

The Interviewer is:  A representative of the department  
 The exchange visitor’s supervisor

The Interview was Conducted:  Via videoconference  
 By telephone  
 In-person

**Suggested Interview Questions:**

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1. Describe how your past experiences, training and language study have prepared you to operate in an English-speaking environment.
2. What do you expect to learn about American culture and society during your time in the U.S. at Auburn

University?

3. What skills and knowledge do you expect to gain while at Auburn University?
4. How will this exchange meet your program or academic goals?

**Proficiency Rating:**

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Listening/Understanding:            Excellent    Good    Adequate    Poor

Speaking:                                Excellent    Good    Adequate    Poor

I have determined that the potential student intern has adequate English language skills to enable him/her to successfully participate in the program and function independently in the community.

Interviewer:                               \_\_\_\_\_ Signature

\_\_\_\_\_ Date (MM/DD/YYYY)

**Exceptions from English Language Proficiency:**

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1. Individuals who have received a degree from an accredited institution in the U.S. or a nationally recognized university in one of the countries on the subsequent list do not need to submit an English proficiency exam or participate in an English language proficiency interview. \*Please provide a copy of the diploma.
2. Subject to approval by ISSS, a letter from an academic institution or English language school outside the U.S. may fulfill the English language proficiency requirement provided that:
  - a. The letter describes the writer's familiarity with the exchange visitor's English ability;
  - b. Attests that English is the language of instruction of the school.
3. Student interns who are citizens of any of the countries on the list below are not required to take an English proficiency exam or complete the English language proficiency interview:

Countries with Exception:

Anguilla	England	Montserrat	Swaziland
Antigua and Barbuda	Fiji	Namibia	Tanzania
Australia	Gambia	New Zealand	Tonga
Bahamas	Ghana	Nigeria	Turks and Caicos Islands
Barbados	Gibraltar	Papua New Guinea	Trinidad and Tobago
Belize	Grenada	Saint Kitts and Nevis	Uganda
Bermuda	Guyana	Saint Lucia	United Kingdom
Botswana	Ireland, Northern	Saint Vincent and the Grenadines	Vanuatu
British Virgin Islands	Ireland, Republic of	Scotland	Wales
Cameroon	Jamaica	Seychelles	Zambia
Canada (not Quebec)	Kenya	Sierra Leone	Zimbabwe
Cayman Islands	Lesotho	Singapore	
Dominica	Liberia	Solomon Islands	
	Malawi	South Africa	
	Malta		
	Mauritius		

**BANNER ID FORM:**  
**Identity Management Office, Auburn University**

*\*To be completed by Auburn University Hosting Department. Please type or print clearly.*

**Incoming Student Intern Information**

Full Name (as on passport): \_\_\_\_\_ Last/Family Name  
\_\_\_\_\_ First/Given Name  
\_\_\_\_\_ Middle Name (if any)

Date of Birth: \_\_\_\_\_ MM/DD/YYYY

Gender:  Male  Female

Address in Home Country: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Title: VISITING STUDENT INTERN

EMPLOYED Banner ID Request – *Exchange visitors that will be paid by Auburn University.*

- New Hire – New employee to Auburn University
- Rehire – Has previously been employed by Auburn University but has a terminated status
- Current Employee

Position Number: \_\_\_\_\_

AFFILIATE Banner ID Request – *Exchange visitors that will not be paid by Auburn University.*

Departmental FOAP: \_\_\_\_\_

*The hosting department will be charged \$25 by the Identity Management Center to produce any affiliate exchange visitors' campus ID cards. This will be charged to the department at the time of the exchange visitor's arrival.*

**The following must be filled out for EMPLOYED and AFFILIATE:**

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Home Department: \_\_\_\_\_ Organization Code

\_\_\_\_\_ Department Name

Check Distribution Number: \_\_\_\_\_

District/Division Number: \_\_\_\_\_

Department Location ID Number: \_\_\_\_\_

Student Intern Begin Date: \_\_\_\_\_ MM/DD/YYYY

Student Intern End Date: \_\_\_\_\_ MM/DD/YYYY

Form Prepared By: \_\_\_\_\_ First and Last Name

Form Prepared On: \_\_\_\_\_ MM/DD/YYYY

Preparer Phone Number: \_\_\_\_\_

Preparer Email Address: \_\_\_\_\_

**Required Signatures**

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Department Chair: \_\_\_\_\_ Signature

\_\_\_\_\_ Date (MM/DD/YYYY)

Dean: \_\_\_\_\_ Signature

\_\_\_\_\_ Date (MM/DD/YYYY)

Provost Office: \_\_\_\_\_ Signature

\_\_\_\_\_ Date (MM/DD/YYYY)



### TRAINING/INTERNSHIP PLACEMENT PLAN

#### SECTION 1: ADDITIONAL EXCHANGE VISITOR INFORMATION

Trainee/Intern Name ( <i>Surname/Primary, Given Name(s) (must match passport name)</i> )		E-mail Address
Program Sponsor		Program Category
Occupational Category	Current Field of Study/Profession	Experience in Field ( <i>number of years</i> )
Type of Degree or Certificate	Date Awarded ( <i>mm-dd-yyyy</i> ) or Expected	Training/Internship Dates ( <i>mm-dd-yyyy</i> ) From _____ To _____

#### SECTION 2: HOST ORGANIZATION INFORMATION

Organization Name		Phase Site Address		Suite
City	State	ZIP Code	Website URL	
Employer ID Number ( <i>EIN</i> )	Exchange Visitor Hours Per Week	Compensation Stipend <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how much? _____ per _____ Non-Monetary Compensation <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, value? _____ per _____		
Workers' Compensation Policy <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Name of Carrier _____			Does your Workers' Compensation policy cover exchange Visitors? <input type="checkbox"/> Yes <input type="checkbox"/> No, exempt <input type="checkbox"/> No, but equivalent coverage	
Number of FT Employees Onsite at Location	Annual Revenue <input type="checkbox"/> \$0 to \$3 Million <input type="checkbox"/> \$3 Million to \$10 Million <input type="checkbox"/> \$10 Million to \$25 Million <input type="checkbox"/> \$25 Million or More			

#### SECTION 3: CERTIFICATIONS

**Trainee/Intern - I certify that:**

- I have reviewed, understand, and will follow this Training/Internship Placement Plan (T/IPP);  
I am entering into this Exchange Visitor Program in order to participate as a Trainee or Intern as delineated in this T/IPP and not simply to engage in labor or work within the United States.
- I understand that the intent of the Exchange Visitor Program is to allow me to enhance my skills and gain exposure to U.S. culture and business in a way that will be useful to me when I return home upon completion of my program.
- I understand that my internship/training will take place only at the organization listed on this T/IPP and that working at another organization while on the Exchange Visitor Program is prohibited.
- I will contact the Sponsor at the earliest available opportunity regarding any concerns, changes in, or deviations from this T/IPP.
- I will respond in a timely way to all inquiries and monitoring activities of my sponsor.
- I will follow all of my sponsor's guidelines required for my participation in my program.
- I will contact the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) at the earliest possible opportunity if I believe that my sponsor or supervisor (as set forth on page 3, section 4), is not providing me with a legitimate internship or training, as delineated on my T/IPP; and
- I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

Printed Name of Trainee/Intern \_\_\_\_\_ Date (*mm-dd-yyyy*) \_\_\_\_\_

Signature of Trainee/Intern \_\_\_\_\_

**Sponsor-**

1. I have reviewed, understand, and will ensure that the Supervisor (as set forth on page 3, section 4) follows this Training/Internship Placement Plan (T/IPP) regarding the Trainee or Intern listed above;
2. I will notify the designated U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) at the earliest available opportunity regarding any concerns about, changes in, or deviations from this Training/Internship Placement Plan (T/IPP), including, but not limited to, changes of Supervisor or host organization;
3. I will adhere to all applicable regulatory provisions that govern this program (see 22 CFR Part 62), including, but are not limited to, the following:
  - a. I will ensure that the Trainee or Intern named in this T/IPP receives continuous on-site supervision and mentoring by experienced and knowledgeable staff;
  - b. I have confirmed with the Supervisor or host organization representative that sufficient resources, plant, equipment, and trained personnel will be available to provide the specified training or internship program set forth in this T/IPP;
  - c. I will ensure that the Trainee or Intern named in this T/IPP obtains skills, knowledge, and competencies through structured and guided activities such as classroom training, seminars, rotation through several departments, on-the-job training, attendance at conferences, and similar learning activities, as appropriate in specific circumstances;
  - d. I will ensure that the Trainee or Intern named in this T/IPP does not displace full-or part-time temporary or permanent American workers or serve to fill a labor needed and ensure that the position that the Trainee or Intern fills exists primarily to assist the Trainee or Intern in achieving the objectives of his or her participation in this training or internship program;
  - e. I certify that this training or internship meets all of the requirements of the Fair Labor Standards Act, as amended (29 U.S.C. 201 et seq.). I also certify that training or internships in the field of agriculture meet all requirements of the Migrant and Seasonal Worker Protection Act, as amended (29 U.S.C. 1801 et seq.)
  - f. I will notify the Department of State if I receive information regarding a serious problem or controversy involving the Trainee or Intern named in this T/IPP that could be expected to bring the Department of State, the Exchange Visitor Program, or the Sponsor's exchange visitor program into notoriety or disrepute; and
  - g. I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

Signature of Responsible Officer or Alternate Responsible Officer \_\_\_\_\_

Printed Name of Responsible Officer or Alternate Responsible Officer \_\_\_\_\_ Date (mm-dd-yyyy) \_\_\_\_\_

Name of Sponsor Organization \_\_\_\_\_ Program Number \_\_\_\_\_



What plans are in place for the Trainee/Intern to participate in cultural activities while in the United States?

What specific knowledge, skills, or techniques will be learned?

How specifically will these knowledge, skills, or techniques be taught? Include specific tasks and activities (Interns) and/ or methodology of training and chronology/syllabus (*Trainees*).

How will the Trainee/Intern's acquisition of new skills and competencies be measured?

Additional Phase Remarks (*optional*)

**Phase Supervisor - I certify that:**

1. I have reviewed, understand, and will follow this Training/Internship Placement Plan (*T/IPP*);
2. I will contact the Sponsor at the earliest possible opportunity if I believe that the Trainee or Intern is not receiving the type of training delineated on this *T/IPP*;
3. I will actively support the Sponsor by adhering to all applicable regulatory provisions that govern this program (*see 22 CFR Part 62*);
4. The Trainee or Intern named in this *T/IPP* will not displace full-or part-time, seasonal or permanent American workers, or serve to fill a labor need;
5. I will conduct the required periodic evaluations of the Trainee or Intern named in this *T/IPP*;
6. I will notify the designated Sponsor contact at the earliest available opportunity regarding any concerns about, changes in, or deviations from this *T/IPP*.
7. I will notify the Sponsor in the event of an emergency involving the Trainee or Intern named in this *T/IPP*, as well as any information that I receive about the Trainee or Intern that might have an effect on that exchange visitor's health, safety, or welfare;
8. I will notify the Sponsor if I receive information regarding a serious problem or controversy involving the Trainee or Intern named in this *T/IPP* that could be expected to bring the Department of State, the Exchange Visitor Program, or the Sponsor's exchange visitor program into notoriety or disrepute;
9. I am participating in this Exchange Visitor Program in order to provide the Trainee or Intern named in this *T/IPP* with training or an internship as delineated in this *T/IPP*;
10. I certify that this training or internship meets all the requirements of the Fair Labor Standards Act, as amended (*29 U.S.C. 201 et seq.*) I also certify that training or internships in the field of agriculture meet all requirements of the Migrant and Seasonal Worker Protection Act, as amended (*29 U.S.C. 1801 et seq.*).
11. I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

Signature of Supervisor \_\_\_\_\_

Printed Name of Supervisor \_\_\_\_\_ Date (mm-dd-yyyy) \_\_\_\_\_

**PRIVACY ACT STATEMENT**

**AUTHORITIES:** The information is sought pursuant to Section 102 of the Mutual Educational and Cultural Exchange Act of 1961, as amended (*the Fulbright-Hays Act*)(*22 U.S.C. 2452*) which provides for the administration of the Exchange Visitor Program (*J visa*).

**PURPOSE:** The information solicited on this form will be used to provide clarity of training and intern programs offered by entities designated by the U.S. Department of State to conduct exchange visitor programs; for general statistical use; and to administer the Trainee and Intern categories of the Exchange Visitor Program.

**ROUTINE USES:** The information on this form may be shared with entities administering the program on behalf of the Department; federal, state, local, or foreign government entities for law enforcement purposes; to members of Congress in response to a request on your behalf . More information on the Routine Uses for the system can be found in the System of Records Notice State-08, Educational and Cultural Exchange Program Records.

**DISCLOSURE:** Participation in this program is voluntary; however, failure to provide the information may delay or prevent participation in the Exchange Visitor Program.

**PAPER WORK REDUCTION ACT**

Public reporting burden for this collection of information is estimated to average 2 hours per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: ECA/EC, SA-4, U.S. Department of State, Washington, DC 20522.