

DS-2019 STUDENT INTERN REQUEST CHECKLIST

To request a DS-2019 for a J-1 Student Intern, you must submit the following forms to International Student Services in addition to the complete DS-2019 Request Form:

- DS-2019 Request Form (Pages 2 - 5 of this document)
- J-1 Student Information Sheet
- [Training/Internship Plan](#) (Form DS-7002). Review in detail the [Tips for Completing DS-7002 handout](#).
[Financial documentation](#) (e.g. employment letter, bank statements)

Student Intern's CV or resume

- Inviting department letter of invitation ([sample letter](#))
- Letter from the Student Intern's academic institution. The letter must include the following language "student is in good academic standing and that the internship will fulfill the educational objectives for the student's current degree program".
- Complete and signed [English Language Proficiency Attestation](#). Attach all documentation used in your determination of English proficiency (copies of English Test reports, proof of interviews, etc.).
- Complete and signed copy of [Medical Insurance Attestation](#)
- Copy of passport biographic page
- Completed Student Intern Program Service Fee Agreement. Note: the Service Fee must be paid by the Student Intern before the DS-2019 will be mailed. If the inviting department would like to pay the fee on behalf of the Student Intern, this is permitted; however, the payment can only be collected via the ePay site using a credit card. The department may also choose to reimburse the student or pay via IDI (Interdepartmental Invoice).

If J-1 Student Intern is currently in the U.S.:

- Copy of the Student Intern's current DS-2019 (must be sent as a hardcopy; cannot be sent electronically).
- Copy of the Student Intern's electronic I-94 (printed from www.cbp.gov/i94) or admission stamp in the passport
- Copy of the Student Intern's U.S. Visa stamp

J-1 STUDENT INTERN DS-2019 REQUEST FORM

This document must be filled out by the inviting department, not the intern. Submit completed form and all other required documentation to International Student Services via email iss@buffalo.edu or via UBox. The DS-2019 Request Form must be accompanied by all documents listed in the DS-2019 Request Checklist.

Student's Name _____
Last/Family First Middle

Date of Birth: _____ Gender (Male/Female) _____

City or Province of Birth _____ Country of Birth _____

Country of Citizenship _____ Country of Legal Permanent Residence _____

Student's E-mail Address _____

Has the Student Intern been in the U.S. before on a J-1 visa? Yes No

If so, attach copies of all of the Student Intern's previous DS-2019's and J-1 visa stamps.

If the Student Intern is currently in the U.S. as a J-1 Student Intern at another institution attach a copy of the Student Intern's current DS-2019 (sent as a hardcopy, not electronically, per State Department) and their electronic I-94 card (printed from [CBP I-94 website www.cbp.gov/i94](http://www.cbp.gov/i94)).

Student Intern's Address Abroad

Name and Address of Student Intern's Academic Institution Outside the U.S.

Student Intern's Field of Study

Internship Site Name (Inviting Department) and Address

Time Period for which the DS-2019 is Requested:

- **The maximum length of the internship is 12 months; minimum 3 weeks.**
- **To allow sufficient time for visa processing and travel to the U.S., start dates must be at least 2 months into the future.**
- **Internship dates must represent the actual planned start and end date of the internship.**
- **If the student cannot arrive by the planned start date, the inviting department must notify ISS. The start date must be amended in SEVIS prior to the student's new arrival date.**
- **The Student Intern may enter the U.S. thirty days before the start date.**

Internship Start Date (MM/DD/YYYY)

Internship End Date (MM/DD/YYYY)

Complete this section if the Student Intern will bring accompanying immediate family members (Spouse and/or children). Passport copies for each individual are also required.

Last/Family, First/Given

Relationship to Student Intern

Date of Birth (Month/Day/Year)

City and Country of Birth/Citizenship

INVITING DEPARTMENT DECLARATION

We certify that we have read and understand the introduction to the [J-1 Student Intern Category](#) and agree to abide by the terms and conditions of the U.S. Department of State's Exchange Visitor Program as administered by the University at Buffalo.

As the University's sponsor of the Student Intern, we have/will:

- 1) Verified that the Student Intern has sufficient English language skills to participate successfully in the internship and function on a day-to-day basis.
- 2) Confirmed that the internship does not serve to fill a labor need and that internship is full-time (at least 32 hours per week).
- 3) Ensure that the Student Intern participates in a J-1 orientation upon arrival, as required by the Department of State. The Student Intern must report to ISS, 210 Talbert Hall, North Campus on the date requested by ISS to complete an in person Orientation, submit their U.S. address and health insurance documentation.
- 4) Ensure that the student's activities are consistent with the plan outlined on Form DS-7002. Monitor the physical work location (site of activity) and the student's progress in completing the objectives outlined on Form DS-7002. Ensure that all tasks assigned to the Student Intern consist of work-based learning and no more than 20% clerical work.
- 5) Ensure that the Student Intern is exposed to American techniques, methodologies and technology, and that the internship experience expands upon the participant's existing knowledge and skills, and does not duplicate the Student Intern's prior experience.
- 6) **Provide support to the intern throughout their entire time in the U.S.** This includes pre-arrival; assist the intern with finding housing, completing any employment related paperwork, answering questions about life in Buffalo, etc. During the internship the department must provide opportunities for the Student Intern to meet other students, experience U.S. culture, and participate in department and UB activities. The inviting department is responsible for the overall well-being of the Student Intern.
If the student will not be paid by UB, **upon arrival, the inviting department must enter the student in EPTF as an unpaid volunteer so that they can receive a UB card in a timely manner.**
- 7) Notify ISS of any serious incident involving the student intern. Reportable incidents include, serious injury (a hospital stay), sexual abuse, arrest, death, victim of a crime, or any other serious situation.
- 8) Evaluate the Student Intern. Conduct a concluding evaluation and, if the program lasts longer than six months, a midpoint and concluding evaluation. Submit all evaluations to ISS via email iss@buffalo.edu.
- 9) Notify ISS via email (iss@buffalo.edu) of the early completion or termination of the Student Intern's program at least 30 days before such a change.

Signatures of BOTH FACULTY AND CHAIR OR DEAN are required. By signing below, you are confirming understanding and compliance of the 9 points listed above.

Faculty Member Requesting DS-2019 Form

Name _____ Title _____

Phone _____ E-mail _____

Signature _____

Approval of Departmental Chair or Dean

Name _____ Title _____

Phone _____ E-mail _____

Signature _____