

## Tips for Completing the DS-7002 Training/Internship Placement Plan

We are providing the information below to assist University at Buffalo Academic Departments in completing the DS-7002 Training/Internship Placement Plan.

A complete and correct Form DS-7002 is required before a DS-2019 can be issued. Therefore, if any fields are blank or incomplete, we cannot proceed with your request for a DS-2019. Instead, we will request the missing or incorrect information.

Form DS-7002 includes places for three signatures.

- The Student Intern must sign on Page 1.
- The Responsible Officer / Alternate Responsible Officer must sign on Page 2 (an ISS representative will sign this section)
- The student's supervisor must sign on Page 4.
- **Upon submission to ISS, your DS-7002 must include the student's signature and the supervisor's signature.**

Once complete, please email the DS-7002 to ISS ([isss@buffalo.edu](mailto:isss@buffalo.edu)) or send it using UBbox.

Please follow the guidance below when you complete Form DS-7002.

All fields are required on Form DS-7002

### **Section 1: Additional Exchange Visitor Information**

*Program Sponsor:* State University of New York at Buffalo

*Program Category:* Choose "Student Intern"

*Occupational Category:* *Field of Study*

*Experience in Field:* The Student Intern's resume can be used to determine his/her estimated years of experience in the field.

*Type of Degree of Certificate:* The name of the home country degree that the Student Intern is currently pursuing

*Date Awarded or Expected:* This is the date the Student Intern expects to complete his/her degree in the home country. This must be a future date and cannot be a date before the end of the internship at UB.

*Training/internship Dates:* The dates when the Student Intern will participate in internship activities at UB.

If the dates change at any point after the DS-2019 is issued, ISS must be notified. We are required to report any changes in program dates to the government.

## **Section 2: Host Organization Information**

This section must be completed even if you are not providing funding/compensation to the Student Intern. You should answer the questions using your department's information (e.g. office name, address, website URL, etc.).

**Employer ID Number (EIN):** This is a nine-digit number. If you do not know which Employer ID number to use, we suggest that you contact the Human Resources Office/Representative in your school for assistance.

**Hours Per Week:** J-1 Student Intern regulations require that the Student Intern work at least 32 hours per week.

**Compensation:** This is where you indicate if your department is providing funding to the student. If you are not providing funding, you may check "no".

**Workers' Compensation Policy:** Since UB has a Worker's Compensation Policy, you must check "Yes".

- The Research Foundation's Workers' Compensation carrier is "Chubb First"
- The State of New York's carrier is "The New York State Insurance Fund"
- If the funding is through another source, please provide the name of your Worker's Compensation carrier.

**Does your Worker's Compensation policy cover Exchange Visitors?**

- If the Student Intern is not receiving funding from your department, then he/she is exempt. Choose "No, exempt". If the student will receive funding from your department, then choose "Yes".

**Number of FT Employees Onsite at Location:** 6,043

**Annual Revenue:** This refers to UB's annual revenue. Choose "\$25 Million or more".

## **Section 3: Certifications**

- Student Intern must sign the bottom of Page 1.
- Signature of Responsible Officer or Alternate Responsible Officer (page 2)
  - o An ISS representative must sign here. You can leave it blank.

## **Section 4: Training Internship Placement Plan**

**Exchange Visitor is:** Choose "Student Intern"

**Program Sponsor:** State University of New York at Buffalo

**Program Number:** P-1-04839

## **Phase Information**

Each box must be completed and must reflect internship tasks and goals. The purpose of this section is to provide the Student Intern with a structured program that will reinforce his/her academic study upon return to the home university. All questions must be answered with as much relevant detail as possible. However, please try to use as much non-technical language as possible since this information will be reviewed by a U.S. Consular Officer. Additional suggestions are below.

**Phase Site Name:** This can be a title reflecting the topic of research.

**Start and End Dates of Phase:** Can match the start and end dates of the internship. It is acceptable to have only one phase, or you may have multiple phases. A separate copy of pages 3 and 4 must be completed for each phase if applicable.

*Please list the names, titles and qualifications of anyone who will play a role in supervising the intern, including any other students who may play a supervisory role.*

- Be sure to include complete names, titles and each person's qualifications (publications, years in the field, etc.)

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

- Be sure to answer this question with specific examples, ie. "Student Intern will be invited to participate in department holiday celebrations, to join other students in campus activities, etc." You may also wish to mention that ISS will provide the Student Intern with opportunities to travel to local tourist destinations, attend cross-cultural workshops, and join other students in campus activities.

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

- Refers to the skills that your Student Intern is to acquire or develop during the program, not the intern's skills you are seeking to utilize.

*How specifically will these knowledge, skills or techniques be taught?*

- Be sure to include specific tasks and activities.

**The student's supervisor must sign page 5.**