

## APPLICATION ITEMS

**Complete this form and send a scan of it (along with the supporting documents below) to your VU Host Department by email.**

- Passport ID Page(s);
- Proof of financial support, if you will not be supported entirely by Vanderbilt funds;
- Copies of any previous DS-2019s, if you have been to the US in J status before
- Complete the online J-1 Health Insurance Acknowledgement for incoming J-1 scholars
- Documentation of enrollment and good standing at the home academic institution (i.e. transcripts, letter from program advisor, etc.)
- Signed letter of approval for participation from program advisor, or academic dean at home academic institution (letter should affirm that the internship will fulfill student's educational objective)
- Written statement describing how the internship will assist in fulfilling your educational objectives and academic course of study

## PERSONAL DATA

_____ LAST/FAMILY NAME, capitalized	_____ First/Given Name	_____ Middle Name
_____ Date of Birth: Month, Day, Year; (MM/DD/YYYY)	Gender as listed in passport: <input type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Single
_____ City of Birth	_____ Country of Birth	
_____ Country of Citizenship	_____ Country of Legal Permanent Residence	
<b>PERMANENT ADDRESS IN HOME COUNTRY</b>		
_____ Street Address	_____ City	
_____ State or Province	_____ Country	_____ Postal Code
_____ Phone Number	_____ E-mail Address	
<b>CURRENT LOCAL ADDRESS</b>		
_____ Street Address	_____ City	
_____ State or Province	_____ Country	_____ Postal Code
_____ Phone Number		

## ACADEMIC INFO

Are you currently enrolled as a student at a university or college outside of the US? <input type="checkbox"/> Yes <input type="checkbox"/> No
Please list the name and location of your home institution. _____
Which degree are you currently pursuing? <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Doctoral Degree <input type="checkbox"/> Other: _____
What is your academic field of study? _____
What is the expected degree completion date for your program? _____
Proposed Internship Start Date: _____ Proposed Internship End Date: _____

## IMMIGRATION INFO

Are you presently in the U.S.?  Yes  No

If Yes: Current Status: \_\_\_\_\_ Date of Entry to US : \_\_\_\_\_ Expiration date of current status : \_\_\_\_\_

Which documents do you have that show your current status?  DS-2019  I-20  I-797 Approval Notice  I-94

(Please include a copy of all documents checked above along with any visa stamps associated with your status.)

If you are currently in J-1 status, what is your J category?:  Student Intern  Research Scholar  Short-term Scholar  Other

Have you previously been to the US in J-1 status?  Yes  No

If Yes, are you subject to the 2-year home residency requirement?  Yes  No

Have you ever filed to become a Permanent Resident of the U.S.?  Yes  No

## AGREEMENT TO TERMS OF STUDENT INTERN PROGRAM

As a prospective participant in the J-1 Student Internship Program at Vanderbilt University, I confirm the following:

1. I agree to review and follow the T/IPP (DS-7002) associated with this internship;
2. I am entering into this Exchange Visitor (EV) Program in order to participate as a J-1 Student Intern, and not to simply engage in labor or work in the United States;
3. I understand that the intent of the EV Program is to allow me to enhance my skills and gain exposure to U.S. culture and business a way that will be useful to me when I return home upon completion of my program;
4. I understand that my internship will take place only at the organization listed on my T/IPP and that employment outside of my specific program activity as listed on the T/IPP (DS-7002) is restricted. I must obtain approval from my department and from ISSS before I participate in any academic or professional activity that is not a part of my program as described on the T/IPP or that takes place at any other location than the site listed on the T/IPP;
5. I will contact ISSS at the earliest available opportunity regarding any concerns, changes in, or deviations from the T/IPP;
6. I will respond in a timely way to all inquiries and monitoring activities;
7. I will follow all of my sponsor's guidelines required for my participation in the program;
8. I understand that my internship supervisor will evaluate my progress at the end of the internship program. If the internship is longer than 6 months, I will also be evaluated at the mid-point of the program.
9. I will contact the U.S. Department of State's Bureau of Educational Cultural Affairs (ECA) at the earliest possible opportunity if I believe that my sponsor or supervisor, is not providing me with a legitimate internship as delineated on my T/IPP;
10. I am currently enrolled in and pursuing a postsecondary degree at an academic institution outside of the United States;
11. I am in good academic standing at my current institution;
12. The internship that I am accepting will assist me in fulfilling my educational objectives and/or requirements for the completion of my academic degree;
13. I understand that the federal regulations do not allow the internship to last longer than 12 months.
14. I agree to return to my home institution at the conclusion of my internship program in order to fulfill my educational requirements. I have no intention of remaining in the U.S. at the conclusion of my internship;
15. I agree to make progress toward completion of my internship goals throughout the duration of the program.
16. U.S. government regulations require that all participants in J-1 exchange visitor status (and J-2 dependents) purchase adequate health insurance as defined by the Department of State. I will submit the J-1 Health Insurance Pledge within 15 days of the start of my J program.

\_\_\_\_\_  
Signature of Prospective Student Intern

\_\_\_\_\_  
Date

### Note about DS-2019 and T/IPP

ISSS will complete the DS-7002 Training/Internship Placement Plan (T/IPP) and a copy will be sent to you and your supervisor for review. Please notify your host department administrative contact if corrections are needed. If all is correct, both of you will need to sign and send a scan of your signature page to the host department administrative contact. Once the copies your signature pages have been forwarded to ISSS we will complete the DS-2019 and send that form along with the T/IPP to your sponsoring department. The T/IPP will contain the ISSS advisor's original signature. The department will insert your supervisor's original signature page and ship both the DS-2019 and T/IPP forms to you. You will need to sign the DS-2019 and replace the blank signature page in the T/IPP with your original signed T/IPP page before your visa interview. We recommend you make a copy of the signed DS-2019 and T/IPP forms before your visa interview to keep for your records.

## DEPENDENTS

PLEASE PROVIDE ALL OF THE FOLLOWING INFORMATION FOR EACH FAMILY MEMBER THAT WILL ACCOMPANY YOU TO U.S. ON J-2 (DEPENDENT) VISAS. TO QUALIFY FOR J-2 VISAS, THE INDIVIDUAL MUST BE YOUR SPOUSE OR UNMARRIED CHILD (UNDER 21 YEARS OLD).

**Note: Prospective J-1 Student Interns must show a minimum of \$28,980 per year for themselves and an additional \$5,675 for each dependent, in order for the DS-2019 to be issued.**

**SPOUSE** (submit copies of marriage certificate and passport ID pages)

_____ LAST/FAMILY NAME, capitalized	_____ First/Given Name	_____ Middle Name
_____ Date of Birth (MM/DD/YYYY)	<input type="checkbox"/> Male <input type="checkbox"/> Female	
_____ City of Birth	_____ Country of Birth	
_____ Country of Citizenship	_____ Country of Permanent Residence	
_____ Status, if currently in the U.S.	_____ Approximate Date of Arrival in the US, if not entering with the EV	

**CHILD** (submit copy of passport ID pages)

_____ LAST/FAMILY NAME, capitalized	_____ First/Given Name	_____ Middle Name
_____ Date of Birth (MM/DD/YYYY)	<input type="checkbox"/> Male <input type="checkbox"/> Female	
_____ City of Birth	_____ Country of Birth	
_____ Country of Citizenship	_____ Country of Permanent Residence	
_____ Status, if currently in the U.S.	_____ Approximate Date of Arrival in the US, if not entering with the EV	

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