

Departmental Check-List for J-1 Student Interns

Processing fee of \$280 to be paid from JV Account Number: _____

This packet includes the following:

- DS-7002, Training/Internship Placement Plan (T/IPP)
- Copy of offer letter from UK department
- Curriculum Vitae
- English Proficiency Form
- Signed "Responsibilities of a J-1 Student Intern Sponsoring Professor"
- J-1 Student Intern Application, Parts I and II
- Copy of prospective intern's passport ID page (actual size)
- Financial support documentation, if not funded by UK
- J-2 Dependent Application (if applicable)
- Copy of dependents' passport ID pages (if applicable)
- Support letter from home institution's dean or academic advisor specifying:
 - name of student
 - degree level being pursued in home country (graduate/undergraduate)
 - academic major
 - approval for student to be employed by UK (if applicable)

Submitted by:

Name: _____

Date: _____

Phone: _____

E-mail: _____