



# Documentation Checklist For J-1 Student Interns

## Immigration Services for Faculty & Scholars

### Student Intern Documents

	<a href="#">Non-Immigrant Questionnaire</a>
	Curriculum Vitae/Resume
	Passport
	Proof of Insurance (translated to English)
	<a href="#">Certification of Insurance</a>
	<a href="#">Proof of financial support</a>
	Certification of academic standing from student's academic institution
	<p>Proof of English language proficiency. Unless you are an English native speaker or live in an English speaking country, you need to submit ONE of the following:</p> <ol style="list-style-type: none"> <li>Test score or result from a recognized English test (TOEFL or IELTS for example). The TOEFL score should be at least 80 TOEFL iBT (550 paper-based) and the IELTS score should be at least 6.0. ISFS will also accept GRE or GMAT verbal scores;</li> <li>Official certification from an English academic institution or school or language training center that you have successfully completed English classes or training within the past two years; note that ISFS will accept only certificates from a school, institution or training center that we find legitimate.</li> </ol> <p>If you don't have a test score or English classes completion certification, ISFS will contact you by email to schedule a time for a videoconference interview (via Skype or Zoom).</p>
	<p><a href="#">Request for DS-2019 for Dependents</a> Eligible J-2 dependents are spouse and unmarried children under 21 years old along with:</p> <ol style="list-style-type: none"> <li><a href="#">TAMU Marketplace</a> receipt showing payment of dependent fees. Fees apply to spouse and children <b>over</b> 14 years old <b>ONLY</b>.</li> <li>Copy of each dependent's passport</li> <li>Evidence of sufficient funds for each dependent</li> <li>Proof of insurance for each dependent</li> </ol>

### Sponsor Documents

	<a href="#">Department Sponsorship of J-1 Exchange Visitor Student Intern</a>
	<a href="#">Reporting an Incident</a>
	Invitation Letter
	<a href="#">Form DS-7002 Training/Internship Placement Plan</a>
	If internship is in the field of agriculture, certification that internship meets all requirements of Fair Labor Standards Act and the Migrant and Seasonal Agricultural Worker Protection Act
	<a href="#">Net ID request form</a> (not needed for Health Science Center). Note that our office will issue a UIN and Net ID only after your visitor has checked in with our office.

#### **ONE** of the following:

For TAMU & HSC <u>employee</u> visitors	<a href="#">Export Control Review &amp; Certification</a>
For TAMU <u>non-employee</u> visitors	<a href="#">Form 5VS</a> - TAMU Office of Research & Graduate Studies
For Engineering <u>employees</u> and <u>visitors</u>	<a href="#">Form 5VS</a> – Texas A&M Engineering
For AgriLife <u>employees</u> and <u>visitors</u>	<a href="#">AG-713</a>
For HSC <u>visitors</u>	<a href="#">VPS Form</a>

**Document Mailing (select 1 option)**

Department's FedEx account # \_\_\_\_\_ & FAMIS account # \_\_\_\_\_

eShip Global (The Exchange Visitor pays for shipping costs through this service. If you choose this method to deliver the DS-2019 to the Exchange Visitor allow ISFS to make the arrangements.)