



Documentation Checklist For J-1 Student Interns

Immigration Services for Faculty & Scholars

Student Intern Documents

	Non-Immigrant Questionnaire
	Curriculum Vitae/Resume
	Passport
	Proof of Insurance (translated to English)
	Certification of Insurance
	Proof of financial support
	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"> 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; 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. <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>Request for DS-2019 for Dependents Eligible J-2 dependents are spouse and unmarried children under 21 years old along with:</p> <ol style="list-style-type: none"> Copy of each dependent's passport Evidence of sufficient funds for each dependent Proof of insurance for each dependent

Sponsor Documents

	Department Sponsorship of J-1 Exchange Visitor Student Intern
	Reporting an Incident
	Invitation Letter
	Form DS-7002 Training/Internship Placement Plan
	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
	Net ID request form (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	Export Control Review & Certification
For TAMU <u>non-employee</u> visitors	Form 5VS - TAMU Office of Research & Graduate Studies
For Engineering <u>employees</u> and <u>visitors</u>	Form 5VS – Texas A&M Engineering
For AgriLife <u>employees</u> and <u>visitors</u>	AG-713
For HSC <u>visitors</u>	VPS Form

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.)