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[Faculty Immigration Services](#)    Old Main #201, Dept 2000    (701) 231-8052 (office)    (701) 231-1013 (fax)

As administrators of NDSU's J-1 Exchange Program, Faculty Immigration Services is charged with the responsibility of ensuring that NDSU complies with all federal regulations governing the US State Department's Exchange Visitor Program.

The purpose of the J-1 student intern program is to allow foreign **undergraduate students** an opportunity to gain exposure to U.S. culture and receive hands-on experience in U.S. business practices in their chosen occupational field.

\*Note: **Changes in activities and/or categories are not allowed after the visitor arrives in the US.**

### Program Duration and Focus of Activity

- Internship must be full-time, minimum of 32 hours/week  
Minimum duration of 3 weeks and maximum of 12 months
- Internship does not have to be in student's field of study, but must be required to "full the educational objectives for the student's current degree program at his/her home institution (abroad)
- All tasks must be "necessary for the completion of the student internship program"  
Internship tasks cannot be more than 20% clerical work
- Internship must expose the student to "American techniques, methodologies and technology, expand student's existing knowledge and skills, and not duplicate student's prior experience
- Internship cannot displace an American worker; cannot "serve to fill a labor need"; must be work-based learning rather than ordinary employment

### Student Eligibility

Student must be primarily in the U.S. to engage in internship program-- rather than to engage in employment or provide services to an employer. [22 C.F.R. 52.23(i)]

- Undergraduate, currently enrolled and pursuing a degree at an accredited academic institution outside the U.S.
- Must be in good academic standing at his/her home institution, outside the U.S.
- Must return to his/her academic program to fulfill and obtain the undergraduate degree
- Must have verifiable English language skills

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### Medical Insurance

Department of State regulations require all institutions hosting anyone in J-1/J-2 status to demonstrate that the J-status holder(s) have specific levels of health insurance coverage (including emergency medical evacuation and repatriation) under an approved health insurance policy.

Self-funded student interns at NDSU are required to purchase our non-benefitted student health plan offered through [United HealthCare \(UHC\)](#). **Other medical insurance policies will not be accepted.** (Access the hyperlink to see rates)

Program Begin Date

Program End Date

**Visitor Information**

Last/Surname

First/Given Name

Detailed summary of the work that the visitor will participate in while at NDSU (25 words or less)

Visitor's e-mail address

**Funding/ Financial Support**

Visitor will be financially supported by his/  
her home institution or home government

**NDSU Funding**

- Visitor will be an employee of NDSU (salary)\*
- Visitor will receive a stipend from NDSU (self-funded + NDSU stipend)

\$ \_\_\_\_\_ x \_\_\_\_\_ months

\$ \_\_\_\_\_ x \_\_\_\_\_ months

The Training/ Internship Placement Plan (T/IPP, [Form DS7002](#)) has been completed by NDSU host faculty member and signed by Student (e-mail copy to Faculty Immigration Services)

- Yes
- No

## Medical Insurance

Federal regulations require all J1 visitors and their J2 dependents to have medical insurance coverage at specific levels

- United Health Care (non-benefitted)
- Sanford Health Plan (benefitted)\*

**\*NORTH DAKOTA REGULATION:** Benefits must be given to visitors who are paid by NDSU and **work 20+ hours/week for more than 5 months.** ("Benefits" include more than medical insurance.)

**\*SUPPLEMENTAL EMERGENCY MEDIVAC/REPATRIATION REQUIRED FOR BENEFITTED EMPLOYEES:** The Faculty Immigration staff will assist employees with enrolling in this coverage after they arrive in the U.S.

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## English Proficiency

The US State Department requires sponsors to use an "objective measurement of English language to determine a visitor's English proficiency" and file documentation.

- Conducted an interview (Skype, Telephone, Video-conference, In-person)
- Visitor will provide results from a US-recognized English language test (TOEFL, TOEIC, IELTS, Pearson's)
- Visitor will provide evidence of recent coursework in English (taken within past 2 years)

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Export Controls has been addressed. The Visiting Scholar Visiting Researcher (VS/VR) form has been completed and forwarded to [Research, Integrity & Compliance](#) at [NDSU.exportcontrols@ndsu.edu](mailto:NDSU.exportcontrols@ndsu.edu). Contact (701) 231-6455 for help with the form.

- Yes  No

[Visiting Scholar Visiting Researcher \(VS/VR\) Form](#)

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## Signatures

**HOST Faculty Member**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
(digital) Signature

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

**Department Chair/Head/Director**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
(digital) Signature

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

Return the following documents to Faculty Immigration Services:

- Signed Host form
- Copy of invitation letter (on department letterhead with an original signature)
- Completed Training Plan (Form DS7002), signed by both Host and student
- English proficiency statement
- Copy of the fully executed Visiting Scholar Visiting Researcher (VS/VR) form (if not previously provided)