
Faculty Immigration Services Old Main #201, Dept 2000 (701) 231-9486 (office)

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

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

Please plan at least 90 days or more from the time immigration documents might be issued.

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)

Student's e-mail address

Student's Field of Study

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

\$ _____ x _____ months

NDSU Funding Visitor will be a temporary employee of NDSU (wages) Visitor will be supplemented by NDSU

\$ _____ x _____ months

Training Plan (Training/ Internship Placement Plan (T/IPP, [Form DS-7002](#)))

The training plan consists of phases of training and/or tasks that will be performed with a specific objective for each phase. Each phase must build upon the previous phase to show a progression in the internship/training.

- The training plan acts as a contract between the NDSU host and student intern
- Internship hours should be between 32 – 40 hours per week. (no clerical work)
- The NDSU host is responsible for introducing the intern to cultural activities while in the US.
- The training plan should be signed by the primary supervisor of the internship.
- A partially-drafted training plan will be provided to you by Faculty Immigration Services
- **Copy Faculty Immigration Services (int'l student advisor) when forwarding the drafted DS-7002 to the student**

Medical Insurance

- United Health Care (non-benefitted)
 NDPERS (benefitted)*

*If Visitor is a Research Scholar or Visiting Professor please contact NDSU's Benefits Specialist in HR to determine if employee benefits package (including health insurance) may be obligation of department for position

***SUPPLEMENTAL COVERAGE FOR BENEFITTED EMPLOYEES:** Federal regulations require all J1 visitors and their J2 dependents to have health insurance coverage at specific levels. The Faculty Immigration staff will assist employees with enrolling in this coverage after they arrive to the U.S.

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.

- I will conduct an interview via Skype, Telephone, Video-conference, In-person, etc.) **(English Attestation Form required)**
 Visitor will provide results from a US-recognized English language test taken within the past 2 years
(We will only accept results from TOEFL, TOEIC, IELTS or Pearson's)
 Visitor earned a degree from a US college/university **(copy of diploma required)**
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Export Controls has been addressed. The Visiting Scholar Visiting Researcher (VS/VR) form has been completed and forwarded to [Research and Creative Activity](#) at ndsuh.exportcontrols@ndsuh.edu (please copy Faculty Immigration advisor when sending to Export Controls)

Contact (701) 231-6455 for help with the form.

- Yes No
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Signatures

NDSU Host Faculty/Supervisor

(printed name) (electronic/original signature) (date) (phone)

Department Head/Chair/Director

(printed name) (electronic/original signature) (date) (phone)