

## Department DS-2019 Request for a Student Intern (J-1 Status)

### Student Intern Exchange Visitor (EV) Overview

The Exchange Visitor Student Intern subcategory allows students in good academic standing “currently enrolled and pursuing a degree at a postsecondary academic institution *outside the United States*” to participate in internship programs at U.S. institutions for up to 12 months for each non-U.S. degree/major. The intern must have sufficient English proficiency and funding and is expected to return to complete the degree at the home institution.

Departments hosting Exchange Visitor Student Interns in J-1 status are responsible for developing the internship plan (Form DS-7002), [evaluating intern participation](#), and supporting the intern through mentorship and other assistance such as locating suitable accommodations, providing work space etc. The hosting faculty/staff member must complete an [evaluation form](#) at the end of the internship, or at the midpoint and again at the end of the internship if the internship exceeds 6 months.

### DS-2019 Request Overview

Submit all required documentation via the [ISSS Document Submission Form](#).

CU Boulder must abide by the U.S. regulations for operating and administering an Exchange Visitor (EV) program; failure to administer the program according to the regulations may result in sanctions which include the termination of the EV program and the University's ability to host exchange visitors.

#### Department:

- ☐ **Department DS-2019 Request for Student Intern—Department must complete all fields**
  - Include valid Speedtype for \$100 DS-2019 processing fee; cannot be from fund 30, 31, 35, 50, 71, 72, 73, 74, 78, 80, or 99
  - Include original signature of host faculty member and department chairperson; host faculty cannot be adjunct faculty
- ☐ **DS-7002: Training Internship Placement Plan—Must be signed by Intern and Host Faculty.**
  - ISSS will sign during the processing of the request.
    - CU Boulder's Employee ID number is: 84-600-0555
- ☐ **Export Controls Review**
  - You must include a copy of the approved DocuSign form in your DS-2019 request materials.
- ☐ **Invitation Letter** completed and signed by the department on departmental letterhead
- ☐ **Documentation of Exchange Visitor's English Proficiency**
- ☐ **Funding documentation** (e.g., department offer letter, visitor's scholarship letter, bank letter/statement, [affidavit of support](#) and bank letter);

#### Student Intern:

- ☐ **Student Intern Information Form—Student intern must include emergency contact, rule summary signature, and dependent information;**
- ☐ **Certification of Intern's Academic Status** at the overseas institution- Signed by the intern's academic advisor or dean at the overseas institution
- ☐ **Passport biodata page for student intern and, if applicable, each accompanying dependent seeking J-2 status**

If requesting the extension of a current Student Intern (maximum participation of 12 months):

- ☐ **New Insurance Compliance Form** (completed by student intern)

### Department Request Information

- Request:** ☐ Issue a DS-2019 for a new Student Intern to begin an exchange visitor program at CU Boulder
- ☐ Extend a current Student Intern's exchange visitor program at CU Boulder (maximum participation 12 months per foreign degree/major)
- ☐ Transfer of a Student Intern from another U.S. institution to CU Boulder (maximum participation 12 months per foreign degree/major)
- An exchange visitor is not eligible for a transfer if a waiver of the 2 year home residence requirement has already been obtained

Department: \_\_\_\_\_

Speedtype to charge for \$100 Processing Fee: \_\_\_\_\_  
Cannot be fund 30, 31, 35, 50, 71, 72, 73, 74, 78, 80, or 99

Student Intern's Name: \_\_\_\_\_  
LAST NAME First Name

Select how you will pay for ISSS to send the DS-2019 to the exchange visitor. (The DS-2019 is required to obtain a J-1 visa.)

- ☐ Send the DS-2019 to the exchange visitor via our (the sponsoring department's) FedEx account.

FedEx Account Number: \_\_\_\_\_ Speedtype for FedEx Account: \_\_\_\_\_

- ☐ Send the DS-2019 via the ISSS FedEx account. The shipment will be billed to the speedtype provided below at a later date.

Enter the speedtype you want to use for billing purposes: \_\_\_\_\_

Individual Submitting Request: \_\_\_\_\_ Signature: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## Dates of Internship

When selecting an internship start date, please be sure to allow sufficient time for DS-2019 processing, mailing, and for the intern to [obtain a J-1 visa](#).

Start date should be the student intern's actual internship start date and end date should be internship end date (not travel dates). The student intern can enter the U.S. 30 days prior to the start date to establish him/herself in Boulder and has 30 days after the program end date to depart the U.S.

Dates of CU Boulder Internship: \_\_\_\_\_ to \_\_\_\_\_  
Month/ Day / Year Month/ Day / Year

Maximum participation: 12 months per foreign degree/major

## Student Intern's Information

Intern's Family Name: \_\_\_\_\_ Intern's First & Middle Name: \_\_\_\_\_  
(as listed in passport) (as listed in passport)

Intern's Date of Birth: \_\_\_\_\_  
Month/ Day / Year

Name of Overseas University/Institution the Intern is Currently Pursuing a Degree at:

Level of Current Overseas Degree: ☐ Bachelor's ☐ Master's ☐ Doctorate

Academic Field of Current Overseas Degree: \_\_\_\_\_

## Internship Overview

Academic Field of CU Boulder Internship: \_\_\_\_\_

Complete Address where the Student Intern will Conduct Research/Activity (if more than one site of activity, please attach additional site addresses):

Department & Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**An exchange visitor's supervisor must be full-time CU faculty (not an adjunct) who will be present (not on sabbatical) for the duration of the exchange visitor's J-1 program. Supervisors who are not full-time faculty but who hold advanced or senior research positions and who have a supervisory role at CU Boulder are also allowed.**

Student Intern's Host Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_  
First Name Last Name

Short Description of Internship Program (e.g., learn research techniques in chemical engineering by...; additional information is required on the [DS-7002](#)

Number of Hours the Student Intern Will Be Engaged in Internship Activities Each Week: \_\_\_\_\_ (Must be at least 32 hr/week)

Will this Internship include clerical activities? ☐ No ☐ Yes--- \_\_\_\_\_ hours/week. (Cannot be more than 20% clerical work)

Will the Student Intern receive CU Boulder funding? ☐ No

☐ Yes—the following amount of funding for the entire program: \$ \_\_\_\_\_

Is the Student Intern eligible for benefits through CU Boulder? ☐ No ☐ Yes

What will the exchange visitor's account status be? (Determines whether a scholar has an IdentiKey, Colorado.edu email, remote library access)

- ☐ Faculty/Staff (on payroll) ☐ Person of Interest Type A (IdentiKey only) ☐ Person of Interest Type B (IdentiKey & Colorado.edu email)  
IdentiKey only—e.g., volunteer, other) (IdentiKey & Colorado.edu email—e.g., visiting scholar, affiliate, external instructor)
- ☐ Person of Interest Type C (requires an SSN) ☐ Sponsored Affiliate ☐ Person of Interest with No Services Provided  
(Required a SSN—pre-employment, summer employment) (HR appointment not possible)

## Internship Funding Information

Federal regulations require Exchange Visitor Student Intern programs to verify that a Student Intern has sufficient funding to cover expenses for the duration of the exchange visitor program (including dependent expenses if applicable). The University estimates the minimum amount of funding necessary to cover living expenses is:

- Student Intern: \$22,140/ year / \$1845/month
- Spouse (J-2 status): \$11,076/ year / \$922/month (in addition to student intern funding)
- Each Child (J02 status): \$10,572/year / \$881/month (in addition to student intern and if applicable spouse funding)

CU Boulder Internship duration is: \_\_\_\_\_ years and/or \_\_\_\_\_ months

Student Intern will be accompanied by: ☐ No dependents ☐ Spouse (J-2 status) ☐ Child (J-2 status) ☐ # \_\_\_\_\_ Children (J-2 status)

The total amount of funds required to participate in the EV program for the full duration noted above is: \$ \_\_\_\_\_

Indicate the amount and source of funding below. Attach official documentation on letterhead, in English, dated within the last 6 months.

Funding Source	Amount of Funding for Entire EV Program as Requested Above	Documentation Required
CU Boulder Funding	\$ _____ (only indicate salary/stipend amount)	Attach a copy of the CU Boulder offer letter with salary/ stipend information.
Student Intern's Government	\$ _____	Attach documentation of funding on official letterhead (with English translation if applicable).
Other Organization(s) 1. _____ 2. _____ 3. _____	1. \$ _____ 2. \$ _____ 3. \$ _____	Attach documentation of funding on organization letterhead (with English translation if applicable). Letter should indicate organization, amount of funding, and dates during which the funding is provided. The letter must be on official letterhead, include dates of award/funding and an authorizing signature.
Personal Funds	Intern: \$ _____ Sponsor: \$ _____ Other: \$ _____	Attach official documentation (with English translation if applicable). <ul style="list-style-type: none"><li>• <u>Funds of EV</u>: Official bank letter on letterhead indicating the exchange visitor's account balance (in US dollars) or an amount of money in excess of that which is required for the EV program.</li><li>• <u>Funds from Sponsor</u>: Letter from sponsor or <a href="#">Affidavit of Support</a> indicating amount (in U.S. dollars) and duration of sponsorship along with official bank letter indicating account balance or an amount of money in excess of that which is required for the sponsorship.</li></ul>

## Exchange Visitor Student Intern English Proficiency

The U.S. Department of State has mandated that exchange visitors have sufficient English proficiency. See 22 CFR §62.10(a)(2):

"Sponsors must establish and utilize a method to screen and select prospective exchange visitors to ensure that they are eligible for program participation, and that the exchange visitor possesses sufficient proficiency in the English language as determined by an objective measurement of the English language proficiency, to **successfully to participate in his or her program and to function on a day-to-day basis.**"

The CU Boulder host supervisor must ensure sufficient English proficiency of the exchange visitor prior to requesting a DS-2019. If the supervisor cannot firmly establish sufficient English proficiency, then it is not appropriate to request a DS-2019 for the student intern, as they are not eligible for J-1 status.

**Indicate which objective measure of English proficiency has been used to determine that your visitor has sufficient English proficiency to participate in the exchange visitor program and to function on a day-to-day basis.**

**Attach official documentation to the DS-2019 Request Form.**

- ☐ Documentation that the prospective student intern is a Native English speaker from Australia, Belize, Botswana, Canada (except Quebec), Commonwealth Caribbean, Ghana, Great Britain, Ireland, New Zealand, Nigeria, Scotland, Singapore, South Africa, or Zimbabwe.
- ☐ Copy of diploma from U.S. institution or foreign institution where instruction occurred in English
- ☐ Copy of official scores from one of the following English language tests taken within the last two years and meeting the state minimum scores:  
Minimum proficiency scores: TOEFL Paper—537/ Internet-based—75; IELTS—6.5
- ☐ TOEFL or ☐ IELTS      Date Taken: \_\_\_\_\_      Score: \_\_\_\_\_
- ☐ A signed letter from an academic institution or English language school that is internationally recognized indicating prospective student intern's level of English proficiency. The letter must be dated within the last two years, state the dates when the potential student intern attended the institution or school, and affirm that the prospective student intern achieved at least intermediate level English skills.
- ☐ [English Proficiency Interview Assessment Report](#) documenting interview conducted by host supervisor and assessing intern's English proficiency

## Exchange Visitor Program Cultural Component

The purpose of the Exchange Visitor Program "is to provide foreign nationals with opportunities to participate in educational and cultural programs in the United States and return home to share their experiences, and to encourage Americans to participate in educational and cultural programs in other countries" [22 CFR §62.1(b)]. Sponsors must offer cross-cultural activities "to give their exchange visitors the broadest exposure to American society, culture, and institutions; and encourage exchange visitors to participate voluntarily in activities that are for the purpose of sharing the language, culture, or history of their home country with Americans, provided such activities do not delay the completion of the exchange visitor's program" [22 CFR §62.8 (d)].

Examples of cross-cultural program themes: Comparative history and politics; education systems; ethnic, racial, religious diversity in the U.S.; American culture, holidays; recreation, community service and volunteerism. Programs should allow for a two-way exchange of information.

**Please indicate the cultural goals/components of this exchange visitor program. Be specific and include dates of activity if possible.**

- ☐ Training in U.S. Teaching Pedagogy    ☐ Attendance at Conference    ☐ Participation in Cultural Event    ☐ Cultural Discussion
- ☐ Community Service    ☐ Participation in International Coffee Hour    ☐ Other: \_\_\_\_\_

Additional Information:

## Department Responsibilities & Attestations

In requesting a DS-2019 and agreeing to host an exchange visitor student intern (J-1 status), the host department and CU Boulder supervisor assume responsibility for ensuring that:

- The information contained in the *DS-2019 Request* paperwork is accurate;
- Sufficient planning, equipment, and trained personnel will be dedicated to provide the internship opportunity specified in the [DS-7002](#) Training/ Internship Placement Plan;
- This internship program is not designed to recruit and train individuals from abroad for employment in the U.S.;
- The student intern will not displace full-time or part-time U.S. employees;
- The student intern has verifiable English language skills sufficient to function on a day-to-day basis in the intern program and U.S. society;
- The student intern is primarily in the U.S. to engage in a student internship program rather than to engage in employment or provide services to the department;
- The student internship is full-time (at least 32 hours/week);
- The student internship program exposes the student intern to American techniques, methodologies, and technology and does not duplicate any of the student intern's prior experiences;
- The department will not place a student intern in an unskilled or casual labor position, in a position that requires or involves child care or elder care, a position in the field of aviation, or in clinical positions or engaging in any other kinds of work that involves patient care or contact, including any work that would require student interns to provide therapy, medication or other clinical care;
- The department will not place a student intern in a position that could bring the Exchange Visitor Program or the Department of State into notoriety or disrepute;
- The department will not engage or otherwise cooperate or contract with a staffing/employment agency to recruit, screen, orient, place, evaluate, or train student interns, or in any other way involve agencies in an Exchange Visitor Program student internship program;

- The department will ensure the duties of the student intern will not involve more than 20% clerical work and that all tasks assigned to a student intern are necessary for the completion of the student internship program;
- The host department will not make an electronic copy of the DS-2019 and will not send copies of the DS-2019 by email. Any paper copy of the DS-2019 must be marked "COPY." The department agrees to make every effort to ensure no electronic copies of the DS-2019 are made available to any entities including the exchange visitor;
- The host faculty member will be physically present and maintain regular contact with the exchange visitor for the duration of the exchange visitor program to ensure that the goals of the proposed program are met;
- The department will complete and file the [required evaluations](#) with ISSS in a timely manner and understands that failure to submit these evaluations will result in the termination of the student intern's status. Such evaluations include a concluding evaluation, and programs lasting more than 6 months must do a mid-point as well as a concluding evaluation;
- The department will inform ISSS if the intern is arriving later than the program start date listed so the date can be amended on the DS-2019;
- The department will ensure that the student intern attends a [Scholar Check-In with ISSS](#) upon arriving in Boulder (no later than 30 days from the start of the internship) and brings all required immigration documents to the check-in session;
- The host department will assist the exchange visitor with benefit and payroll inquiries;
- The department understands the student intern's record may be terminated if the intern does not check in with ISSS within 30 days of the DS-2019 program start date;
- The department will report to ISSS the termination and/or departure of the student intern from the University of Colorado, Boulder.

We attest that the department has verified the exchange visitor student intern's credentials, English proficiency, and financial support. We will uphold the J-1 regulations, assume responsibility for the student intern for the duration of the exchange visitor program, and certify that the information provided on this form is true and accurate.

**Student Intern's CU Boulder Supervisor:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Department Chairperson:**

I agree with and support this proposed Exchange Visitor Student Internship Program.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Department Administrator / HR Coordinator / Payroll Liaison:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_