

Department: Exchange Visitor Program Details- Student Intern

Student Intern Name: _____ Host Supervisor Name: _____

Host Department Information E-Form

Information collected on:

- [Student Intern: Prospective J-1 Exchange Visitor Intake Form](#)
- [Department: Exchange Visitor Program Details-Student Intern](#)

Program Information & Details E-Form

Exchange Visitor Student Intern Program Request

Request Type: New exchange visitor program Transfer of an exchange visitor program to CU Boulder

[Program Category](#): Student Intern

Prospective Student Intern Exchange Visitor's Educational Background

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

Academic Field of Student Intern's Current Degree Abroad: _____

Degree Level: Bachelor's Master's Doctorate

Will the prospective exchange visitor student intern complete this degree by the requested start date of the CU Boulder exchange visitor program?

No

Yes—Contact your [ISSS advisor](#) to discuss other visa options including other [J-1 scholar exchange visitor categories](#).

Exchange Visitor Program Student Internship Dates (approved by ISSS)

DS-2019 Start Date: _____ DS-2019 End Date: _____

Exchange Visitor Program Information

Be as specific as possible when providing the academic field, rationale, and goals and objectives of the exchange visitor student intern program. This information helps the [Office of Research Security and Export Control \(ORSEC\)](#) make their determination; the CIP code and academic field appear on the DS-2019.

Access the [Classification of Instructional Program \(CIP\) code](#) website.

- **Search by keywords to find the academic field title and CIP code that best reflects the proposed exchange visitor program goals and objectives.**

CIP Code: _____ Academic Field: _____

Short description of the exchange visitor student intern program.

General description of proposed exchange visitor student intern program (in layperson's term, no more than 5 words).
- e.g., Research in photonics

Nature of Supervision/Progress Monitoring (to ensure the welfare of the exchange visitor and fulfillment of goals):

Will the proposed exchange visitor student intern program include clerical activities?

No Yes—Cannot exceed 20% clerical work

Clinical/Patient Activity:

No Yes—Is the exchange visitor a medical student? No Yes

Have a medical degree? No Yes (upload documentation)

***[Exchange Visitor Permissible Contact with Human Participants and/or Animal Subjects](#) Upload Required**

Provide description of activity/contact.

*** Invitation Letter Upload Required**

- [Exchange Visitor Program \(eligible for benefits\) Invitation Letter](#)
- [Exchange Visitor Program \(NOT eligible for benefits\) Invitation Letter](#)

CU Boulder Exchange Visitor Student Intern Position Information

Position Title: _____ Position/Job Code: _____

Percentage Appointment: _____ Number of Hours of Internship Work per Week (32 minimum): _____

Remote Work: No Yes-- _____ % of the work will be completed remotely

Exchange visitor scholars must pursue their program goals and objectives at least 3 days a week on the CU Boulder campus or the primary CU-sponsored work site.

Employee or [Person of Interest](#) (POI) Type: _____

Eligible for CU Benefits: No Yes

Site(s) of Activity

Full physical address of all sites of activity/ research sites (not UCB mail stop).

University Funding

CU Boulder Funding:

- No
 - Yes— \$ _____ for full duration of the exchange visitor program
 - Obtained official offer letter signed by all parties
- * University Offer Letter Upload Required**

Will exchange visitor be paid with funds that were awarded to CU from any government agency (e.g., NIST-PREP)?

- No
- Yes— Government Agencies _____
Amount(s): _____

Will the exchange visitor work on (and possibly be funded by) any sponsored research projects (federal grants, contracts, etc.) as part of the exchange visitor program?

- No
- Yes—Enter the Project PI, Email Address/Phone, Name of Project Sponsor, and Project Title for each project.

English Proficiency

- Passport from English speaking country
- Diploma from US or foreign institution with instruction occurring in English
- Official score from English language test taken in the last two years
- Letter from internationally-recognized academic institution/English language school indicating level of English proficiency
- Exchange Visitor English Proficiency Interview Assessment Report

*** English Proficiency Documentation Upload Required**

Cultural Components

Examples:

- Attendance at U.S. Conference Cultural Discussion Community Service
- Participation in Cultural Event Training in US Teaching Pedagogy

List the cross-cultural goals/components and programming the host department will provide including dates of activities (if applicable).

Notes