



## 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 [OEC](#) 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 programing the host department will provide including dates of activities (if applicable).

Notes