



THE UNIVERSITY OF TEXAS AT DALLAS

International Student Services
800 W. Campbell Rd., SSB34, Richardson, Texas 75080-3021
(972) 883-4189 ISSOJ1@utdallas.edu

J-1 Student Intern Application Checklist

This form is to be completed by the UT Dallas Department.

Intern's Name: _____ Date of Birth: _____

Email Address: _____

Checklist for the UT Dallas Department:

- Form No. 1: J-1 DS-2019 Request Form**
- Form No. 2: English Language Proficiency Form**
- Form No. 3: J-1 Student Intern and Foreign University Attestation**
- Form No. 4: Training/Internship Placement Plan** (*Submit the original TIPP to the ISSO*)
- Proof of Financial Support** (*bank statement or others, must be in English*)
- Original Invitation Letter** (*Please find the sample letter at <http://www.utdallas.edu/isso/j-intern/>)*
- Copy of Student Intern's Passport ID page**
- Copy of previous DS-2019** (*if intern has been in J status in the past 2 years*)

Department Contact:

Name: _____ Department: _____

Phone: _____ Email: _____

Submit this application packet to the ISSO. Please submit the application packet at least 8 weeks prior to the internship start date. This request will take 5 business days.

By e-mail (additional paper copies are not required): Submit to ISSOJ1@utdallas.edu. Verify that the total size of attachments in one e-mail is not larger than 5MB. Do not send files in compressed formats, such as .rar or .zip. Instead, use a PDF, JPEG or DOC format.

ISSO Contact Information. Please contact one of the advisors below if you have any questions.

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