

*This guide is provided by the International Student Services Office to UT Dallas Academic Departments wishing to host J-1 student interns.*

## Program Information

### J-1 Exchange Visitor Program

The purpose of the J-1 visa category is to increase mutual understanding between the people of the United States and the people of other countries through educational and cultural exchanges. For more information, visit <http://exchanges.state.gov/>.

### J-1 Student Intern Program Description

The Student Intern program is a structured and guided work-based learning program, set forth in an individualized Training/Internship Placement Plan (TIPP), that:

- Fulfills the educational objectives for the student's current degree program at his or her home institution.
- Has sufficient on-campus resources available to provide the specified student internship program.
- Places student interns in positions that exist to assist them in achieving the objectives of their student internship program.
- Exposes the student intern to American techniques, methodologies, and technology.
- Meets all requirements of the Fair Labor Standards Act (FLSA) and the Migrant and Seasonal Agricultural Worker Protection Act.
- Consists of no more than 20 percent clerical work.
- Does not displace American workers.
- Does not use a student intern to fill a labor need.
- Does not place a student intern in any position that involves the following:
  - Unskilled or casual labor
  - Child care or elder care
  - Aviation
  - Clinical positions or engaging in any other kind of work that involves patient care

### Cross Cultural Activities

J-1 student interns are encouraged to participate in cross-cultural opportunities, thus increasing understanding between the people of their country and the people of the United States. The International Center provides a wide variety of [cross-cultural activities](#) for interns to participate in. All J-1 student interns are invited to participate in the [Comet Experience Certificate program](#). After successful completion of The Comet Experience, student interns will receive a Comet Experience Certificate.

### Program Duration

The internship must be full-time; i.e., consist of a minimum of 32 hours per week.

- Academic departments may nominate J-1 student interns throughout the year.
- The shortest possible duration is 3 weeks. The longest possible duration is 12 months.

### Education Level

Interns must be currently enrolled in and pursuing a degree at an accredited postsecondary academic institution outside the United States.

### Training/Internship Placement Plan (TIPP)

The [TIPP](#) must be completed and signed by ISSO, UT Dallas host department, and the student intern before the intern may apply for a J-1 visa. Please consider the following guidelines when filling out the form:

**Phases:**

- The Training plan must include at least one phase.
- Training plans can include an introduction/orientation phase, middle phase, and concluding/wrap up phase.
- The dates associated with the phases must cover the entire program duration, from Program Begin Date to Program End Date.
- The third page of the Training Plan should be printed out as often as necessary to describe the internship program phases.

**Syllabus/Tasks:**

The Training Form asks for specific tasks the intern will complete during the internship. It is important that the intern not have direct responsibility for any given task. Therefore, you may choose to use language such as: assisting with, observing, learning, participating in, coordinating in conjunction with or reviewing.

Please see the following example Training Plan: [TIPP \(SAMPLE\)](#)

**English Language Proficiency**

Sponsors must ensure that interns have verifiable English language proficiency sufficient to function on a day-to-day basis in their internship environment. English language proficiency must be verified by the host department through one of the methods outlined on the J-1 Student Intern English Proficiency Form.

**Evidence of Finances**

Interns must have sufficient finances to support themselves for their entire stay in the United States, including housing and living expenses. The amount of funding that is considered sufficient for support at the University of Texas at Dallas is listed below.

\$1782/month

**Evidence of Insurance**

Interns must have health insurance for themselves for the entire duration of their stay in the United States in order to maintain eligibility for J-1 exchange visitor status. Coverage must provide:

- Medical benefits of at least \$100,000 per accident or illness
- Repatriation of remains in the amount of \$25,000
- Medical evacuation in the amount of \$50,000
- Deductible not to exceed \$500 per accident or illness

Interns may purchase health insurance provided by UT Dallas (UT SHIP) which is underwritten by Blue Cross Blue Shield of Texas.

Proof of insurance coverage, in English, is required upon check-in if intern is not covered by the UTD health insurance plan.

**Tuberculosis (TB) Screening**

All J-1 student interns born outside of the United States are required to have a Tuberculosis screening, which must be administered and interpreted in the United States. The UT Dallas Student Health Center offers screenings for interns for a fee of \$65. Visit the <http://www.utdallas.edu/healthcenter/immunizations/> webpage for more information.

**Evaluations**

The host department must conduct a program evaluation for each student intern. This evaluation must be completed and signed by both the supervisor and the intern prior to the conclusion of the internship program and submitted to ISSO.

**Mail Options**

By default the ISSO will mail the Form DS-2019, department invitation letter and TIPP to the student intern by regular mail. You may also choose to collect the documents from ISSO to send to the student intern.

The ISSO is able to send the documents to the student intern via express mail. Please find the instruction at

<https://www.utdallas.edu/isso/expmail/>.

**Housing**

J-1 student interns may be eligible for on campus housing. Visit <http://www.utdallas.edu/conference/> for more information. Links to off-campus housing resources are available at <http://www.utdallas.edu/icp/housing/>.

**Dining Options**

J-1 student interns who elect on campus Summer Intern Housing may pre-order a Meal Pass, or use walk-in pricing. Pricing information is available at <http://www.utdallas.edu/conference/>. Additional dining options are available at <http://www.dineoncampus.com/utdallasdining/>.

**Department Responsibilities**

The host department is responsible for assisting the student intern in gaining access to the following university resources:

- Comet Card (the department creates an ecat to get SID for student)
- UTD ID
- Library
- Activity Center
- Computer Labs

If the department will be paying a stipend to the student, they will need to create an ePar.

**Application Process**

1. The UT Dallas host department screens the potential student intern for program eligibility. If appropriate, conducts an interview with the potential student intern to determine English language proficiency.
2. Student intern completes and provides all required documents from Application Checklist to the host department.
3. UT Dallas host department completes and compiles the application packet and submits it to ISSO.
4. ISSO sends student intern the following items by regular mail. The student can also place an express mail order at <https://www.utdallas.edu/isso/expmail/>:
  - Form DS-2019
  - Host department invitation letter
  - TIPP
5. Student intern signs the TIPP and Form DS-2019, pays the I-901 SEVIS fee at <https://fmjfee.com/i901fee/desktop/index.jsp?view=desktop> and applies for a J-1 visa at a U.S. embassy or consulate abroad.
6. Intern enters the United States no earlier than 30 days before the Form DS-2019 start date.
7. Intern completes mandatory immigration check-in and orientation with ISSO within one week of arrival. At check-in the student intern must present the following:

- a. Signed copy of TIPP
- b. Form DS-2019
- c. J-1 visa
- d. I-94
- e. Proof of adequate health insurance

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

**Elisabeth Walker, Assistant Director, Ext. 4051**  
Email: <mailto:ISSOJ1@utdallas.edu>

**Christina Zhang, Senior Advisor, Ext. 4039**  
Email: <mailto:ISSOJ1@utdallas.edu>