J-1 Student Intern Request Process - Department Perspective

(For individuals who have not yet earned a bachelor's degree and their postsecondary institution outside the U.S. requires an internship)

Allow two weeks for processing

Department contact is informed of the need to request a J-1 for a student intern

Department contact logs into Sunapsis and initiates the J-1 student intern request (see separate instructions)

Once all required e-forms in the J-1 student intern request group are completed, the case is routed to an OIS adviser

OIS reviews eligibility, and issues the DS-2019 and DS-7002

OIS collects signatures on the DS-7002 from the student intern and the supervising faculty

If Department provides FedEx account, OIS will ship the DS-2019 and DS-7002 to the student intern

If Department selected pick-up, Department will be emailed to collect the documents and will need to send them to the student intern (original documents required for visa interview/entry to the U.S.)

The OIS will send an email with visa instructions to the Student Intern, and will CC the Department

The Student Intern will pay their SEVIS fee, make and attend their visa appointment, and make their plans to enter the U.S.

Background checks may delay the student intern significantly.

ARRIVAL TIMELINE

If the Student Intern will be placed on UMB payroll, they will need to arrive in the U.S. at least 10 days before their start date, to ensure they can be put on payroll (SSN application requires 10 days of presence in the US before application can be made).

If the Student Intern will not be able to arrive before their Progam Start Date, email the OIS to have the DS-2019 Start Date pushed back

The Student Intern submits their Check-in e-forms when they arrive in the U.S. per the automated instruction emails.

The OIS reviews the check-in forms and activates the Student Intern's SEVIS record; OIS sends confirmation to the Student Intern and includes responsibilities of their J-1 status

If the Student Intern needs to apply for the SSN, they should do so no sooner than three days after OIS activates the SEVIS record

The Studen Intern begins their UMB activities on their DS-2019 start date. Student Intern may not begin until their program start date has been reached.

If Student Intern's program length is over 6 months, the Student Intern and Supervisor will need to complete a mid-point evaluation.

At the conclusion of the program, all J-1 Student Interns must submit a final evaluation with their Supervisor.