

J-1 Student Intern Packet for Hosting Departments

This packet is intended for faculty members/departments who wish to sponsor an international student intern for a J-1 visa. A department can sponsor a student intern for no cost (self-funded) or as a Rowan employee (on payroll). **It is the hosting department's responsibility to follow all procedures of the J-1 sponsorship process, including facilitating the completion of this packet.**

What is the J-1 Visa?

The J-1 visa is a non-immigrant visa issued by to Exchange Visitors (EVs) participating in programs that promote cultural exchange between the U.S. and other countries. The J-1 visa has many sub-categories:

- **Professor & Research Scholar**
 - For EVs primarily engaged in teaching/lecturing or research.
 - 3-week minimum and 5-year maximum appointment.
 - No tenure-track positions are permitted under this category.
 - Minimum bachelor's degree requirement.
- **Specialist**
 - For observation, consultation, or demonstration of specialized knowledge/skills.
 - 3-week minimum and 1-year maximum appointment.
 - Minimum bachelor's degree requirement.
- **Short-Term Scholar**
 - For short-term research or lecturing.
 - 6-month maximum duration; extensions not allowed.
 - Minimum bachelor's degree requirement.
- **Student Intern**
 - For university students abroad to come to the U.S. for an internship.
 - 12-month maximum duration.
 - No minimum degree requirement.

What is the DS-2019?

The DS-2019 is the Certificate of Eligibility for J-1 Status and is issued to eligible Exchange Visitors. The International Center will issue the DS-2019 after this packet and the rest of the J-1 invitation process is completed. The DS-2019 is required to apply for the J-1 visa and will allow the EV to remain in the country for up to 5 years. This is one of the most important documents a J-1 visa holder will receive.

If the EV is coming through a third party/sponsored program, please inform the International Center when you are submitting this packet as there will be additional special arrangements that must be worked out.

The EV must come to the International Center within one week of their arrival to the US. They must bring their DS-2019, passport, visa, U.S. address, U.S. phone number, and proof of health insurance. We will validate their J-1 status and provide a brief orientation.

J-1 Student Intern Invitation Document Checklist

Please send the following documents to the International Center. The student intern application cannot be processed until all documents are received.

All forms and templates can be downloaded from the International Center's website below:

<https://sites.rowan.edu/international/j1scholarsandstudents/j-1-scholar-documents.html>

Documents for all new J-1 student interns:

- This packet, complete & signed by all authorities
- Copy of the student's passport
- Copy of the student's CV/resume
- Invitation letter from the department
- Proof of English proficiency
- DS-7002 Training/Internship Placement Plan
- Letter from current academic advisor in home country (or internship agreement, if applicable) approving the student internship/exchange

For unpaid/self-funded student interns:

- HR's Volunteer Form (only if the scholar is not on Rowan's payroll)
- Financial support documentation

Responsibilities of the Hosting Department

As the hosting authority, it is important to familiarize yourself with the responsibilities related to hosting and sponsoring an Exchange Visitor:

1. Assist the EV with arrival, accommodation, transportation, and employee onboarding.
2. If the EV is coming with dependents, assist in finding schools, daycares, etc.
3. Acclimate the EV to life at Rowan and in the United States.
4. Create cultural exchange opportunities for the EV such as cultural excursions, department meetings, university events, community activities, etc.
5. Report all injuries or incidents that involve the EV with the International Center.
6. Report any changes in accommodation, employment status, work location, etc. to the International Center. ****Note: failure to do this can result in a termination of the EV's J-1 status, impacting their ability to remain in and return to the U.S.!**

Exchange Visitor Terms of Appointment

As a member of the host department sponsoring the Exchange Visitor, I understand the following:

1. The hosting department and the college/school understand that the J-1 visa status is temporary and is to be used for academic purposes only. It is not to be used for tenure-track or tenured faculty appointments, adjunct or 3/4 positions, or for non-academic administrative staff or technical positions.
2. The hosting department has verified that the Exchange Visitor (EV) has appropriate credentials and English Language proficiency.
3. The EV must be in the U.S. on J-1 status and check in with the International Center before they can begin employment and receive remuneration.
4. The International Center must be notified in advance of arrivals, extension requests, incidental employment, terminations, departures, and future returns to the U.S. of exchange visitors.
5. The EV is legally required to maintain health insurance from the moment they enter the U.S. until the moment they leave.
6. The hosting faculty member read and agrees to their roles/responsibilities as outlined in this packet.

By signing below, I affirm that I read, understand, and agree to the terms listed above. I also affirm that I bear full responsibility for accurately and wholly completing this packet.

Name of Hosting Faculty Member	Date
Hosting Faculty Member Signature	

Name of Department Chair/Head	Date
Department Chair/Head Signature	

Name of Dean	Date
Dean Signature	

Name of Provost/Provost Designee	Date
Provost/Provost Designee Signature	

Exchange Visitor Request Form

To Be Completed by Department & Exchange Visitor

DEPARTMENT INFORMATION	
Name of Host Department:	Host Faculty Member Email:
Name of Host Faculty Member/PI:	Host Faculty Member Banner ID:
EXCHANGE VISITOR INFORMATION	
Name:	Email Address:
Highest Degree Level Awarded (Master’s, PhD, etc.):	Country of Birth:
APPOINTMENT INFORMATION	
Proposed Appointment Start Date:	Proposed Appointment End Date:
CIP Code/Description Corresponding to Field/Specialization: Note- a full list of CIP codes can be found here	
Briefly describe the work the Exchange Visitor will do:	
Exchange Visitor Category: Professor (3-week minimum; 5-year maximum) Research Scholar (3-week minimum; 5-year maximum) Short-Term Scholar (no minimum; 6-month maximum; no extensions) Specialist (3-week minimum; 1-year maximum) Student Intern (limited to 12 months per degree/major)	Primary Activity: Teaching/Lecturing Research Providing Consultation Observation Demonstration of Skill
Has the Exchange Visitor been a recipient of the J-1 visa within the last two years? Yes No	
Hours Worked Weekly:	Will the Exchange Visitor be on Rowan’s payroll?
Exchange Visitor's Job Title at Rowan:	Site of Activity: