

Department Request for J-1 Exchange Intern

This form is required in order for a department to host an international student intern and must be sent to the Center for Global Engagement (CGE) no later than **four months** prior to the proposed arrival of the exchange visitor. **All information must be completed, and supplementary materials must be attached, in order to be processed by the CGE.** Incomplete applications will be sent back to the department.

Supplemental Documentation for this request form

Required for **all** requests

- Official university offer letter containing specific dates of program
- Proof of funding: \$10,000 per semester or \$18,000 per year per J intern plus dependent costs (refer to affidavit)
- DS-2019 Request Form and supplementary documentation (to be completed by the visitor)
- English language proficiency form, if required
- **If EV previously held or currently holds J-1 status**, copies of current and all previous DS-2019s
- J-1 Student Intern Student Supplement
- J-1 Student Intern Department Supplement
- DS-7002

Department Information

Hosting department:

Hosting department supervisor:

Email:

Exchange Visitor Information

Exchange Visitor name (Last, First):

Gender: Female Male Country of permanent residence:

Position in home country (student, faculty, etc.):

Employer (or name of university):

Program Information

Start Date:

End Date:

If you need this document in an alternate format for accessibility purposes (e.g. Braille, large print, audio, etc.), please [email the Center for Global Engagement](#) or call 706-867-2858.

Job Description:

Example of valid job description: *EV will participate in an internship program in the field of X as part of his/her undergraduate studies.*

Wages, compensation, and any other funding (please describe) provided by UNG:

Proposed academic activities:

Cultural goals and components of the program:

Compliance Certification

In compliance with federal regulations governing the J-1 Exchange Visitor Program, you are certifying that all information in this request is true and accurate to the best of your knowledge. **Your signature below**

indicates that you will abide by the following:

- Notify the Center for Global Engagement immediately of any changes in the terms and conditions of the EV's program.
- Determine that the EV possesses sufficient English language proficiency for the proposed J-1 program objective.
- Inform the EV of specific job duties, number of work hours and expected compensation.
- Inform the EV of housing options and the expected cost of housing and living expenses.
- Ensure EV has appropriate credentials for his/her category and for the position.
- Confirm the J-1 visa program will not be used for tenure-track or tenured faculty appointments.
- Provide adequate support to the EV for the duration of his/her program.

Dean/Department Head Signature:

Date:

Department Contact Signature:

Date:

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