

# Instructions for Inviting J-1 International Student Interns to Cal Poly

The U.S. Department of state allows J-1 Visa Program Sponsors like Cal Poly to invite students to come to campus to conduct internships for which they will receive credit at their home institutions. This Student Intern category is especially useful for inviting undergraduate students who do not qualify as J-1 Scholars because they lack a bachelor's degree. Because they will not enroll in classes as a participant in an existing exchange program, they do not qualify as J-1 Exchange Students either. The Student Intern Category on the Form DS-2019 allows Cal Poly to invite international students to perform internships at Cal Poly.

## Overview of Student Intern Category and School Requirements

### Supervisor will:

- Verify the student is in good academic standing at home institution
- Verify student will fulfill educational objectives at the home institution by doing this internship
- Verify that the student's English language skills through a sponsor-conducted interview, by a recognized English language test, or by signed documentation from an academic institution or English language school are sufficient to perform on a day-to-day basis in the internship environment
- Complete the [J-1 Student Internship Supervisor Form](#) online and submit to CPIC
- Obtain a letter of offer from the Dean's office. See web page for [sample letter](#)
- If intern is unpaid, ask your department to complete [Volunteer \(V-1\) form](#) and send unsigned to Academic Personnel for entry into PS as soon as possible. Send AP signed copy from intern later to be forwarded to HR.
- If intern is to be paid, send offer letters to Academic Personnel for approval, then forward to CPIC for processing. Allow extra time for this.
- Perform evaluation of internship at 6-month intervals, if internship is longer than 6 months. If longer than 6 months, conduct another review at the end. If internship is under 6 months, one evaluation is sufficient. Send this evaluation to CPIC for inclusion in the intern's file. CPIC will keep for 3 years.

### Intern will:

- Complete [the J-1 Student Intern Form](#) (online)
- Provide proof of sufficient funds to cover housing and living expenses (\$1,700/ mo.)
- Provide proof of [health insurance required by U.S. Dept. of State](#)
- Receive DS-2019 Form, DS-7002 Cal Poly International Center, V-1 from Department, and Offer Letter from Dean's office

- Sign one original copy of offer letter and return it to Dean's office or department with signed V-1 form (if volunteer)
- Sign the DS-7002 and DS-2019 Forms, Pay the [I-901 SEVIS Fee](#), [Apply for a J-1 Visa](#)
- Come to the USA and check in with CPIC and attend orientation
- Work at least 32 hours
- Do no more than 50% clerical work
- Return to his or her academic program outside the United States and fulfill and obtain a degree from such academic institution after completion of the student internship program. (This I do not know how to we are to verify)

#### **CPIC will:**

- Verify funds
- Create DS-2019
- Create Form DS-7002
- Provide visa application guidance to intern
- Provide orientation upon intern's arrival
- Collect address information, copy documents, and verify program participation in SEVIS upon arrival
- Verify health insurance meets U.S. Dept. of State requirements

#### **Department will:**

- Forward completed V-1 Form to Academic Personnel to create record in PeopleSoft prior to student arrival.
- Request Portal Account Access through Affiliated Persons Account Request using the [J-1 Scholar Account Request Process \(pdf\)](#).