Tips for Completing the VISIT J-Visa Request Form and Training/Internship Placement Plan (DS-7002)

J-Visa Request Form

1. The department contact completes all sections in gold in Parts A, B, H and I before sending to Intern.

   Signatures may be electronic using Adobe or DocuSign or you may print, sign, and scan the original to us.

   PART A: INTERNSHIP BASICS - Review information about internship dates carefully. Internship start date must be at least **12 weeks from the date of submission** to the VISIT/ VISER program.

   PART B: UW HOST DEPARTMENT INFORMATION – If the Intern will be working with an interdisciplinary degree, list the home department of the administrator completing the form (Department Contact) and select “Graduate Interdisciplinary” for the College. If there will be co-supervision, enter information of the supervisor who will have the most contact with the Intern.

   PART I: INTERNSHIP FEES & EXPENSES - **This is the most complicated section for you and the Intern.**

   - Start Date and End Date will fill automatically from the dates entered on page 1. The example below is for dates of January 10 – April 20, 2018 with an Intern bringing a spouse.
   - If the department will pay VISIT Program Fee, then enter a zero in the “How Many” column so it will not be included in expenses to be paid by the Intern. Be aware that this is not standard for the VISIT program. Program fee waivers are handled separately.
   - The VISIT/VISER program counts a quarter from the first day of one quarter to the **day before the first day** of the following quarter, since participants are not generally affected by exam weeks, breaks, etc. For example, winter quarter 2018 covers the period of January 3 to March 25.
   - Will the Intern be required to reimburse your department for any fees, such as technology fees, lab fees, DS-2019 amendment fees, etc.? If so, list the total amount in this field.
   - **The Intern will be required to demonstrate that they have available funds to pay the total amount of intern expenses listed at the bottom of the chart.**

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<table>
<thead>
<tr>
<th>Expense (subject to change without notice)</th>
<th>Amount (USD)</th>
<th>Frequency</th>
<th>How Many?</th>
<th>Total Paid by Intern</th>
</tr>
</thead>
<tbody>
<tr>
<td>VISIT Program Fee if department will pay program fee, enter 0 in “How Many?” box and email budget name &amp; number to <a href="mailto:uwvisit@uw.edu">uwvisit@uw.edu</a></td>
<td>$1,250</td>
<td>Once</td>
<td>0</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>$45</td>
<td>Quarterly count every partial and full quarter at UW</td>
<td>2</td>
<td>$ 90.00</td>
</tr>
<tr>
<td>Student Health Insurance (LowerMark) required and available for student only</td>
<td>$113</td>
<td>Monthly</td>
<td>4</td>
<td>$ 452.00</td>
</tr>
<tr>
<td>UW Department Fees (if applicable)</td>
<td></td>
<td>Once</td>
<td>1</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Cost of Living - Self this is a government-mandated estimate of living expenses, which is not negotiable, regardless of your living arrangements</td>
<td>$2,100</td>
<td>Monthly count every partial and full month in the U.S.</td>
<td>4</td>
<td>$ 8,400.00</td>
</tr>
<tr>
<td>Cost of Living - Spouse (if applicable)</td>
<td>$1,200</td>
<td>Monthly count every partial and full month in the U.S.</td>
<td>4</td>
<td>$ 4,800.00</td>
</tr>
<tr>
<td>Cost of Living – Child/Children (if applicable)</td>
<td>$600</td>
<td>Monthly count every partial and full month in the U.S.</td>
<td>0</td>
<td>$ 0.00</td>
</tr>
</tbody>
</table>

TOTAL EXPENSES TO BE PAID BY STUDENT INTERN $ 13,742.00
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PART I: DECLARATION OF STUDENT FUNDING - Indicate if the department will be paying a stipend. For clarity, enter $0 if not paying a stipend. The Intern will complete the remainder of this section.

<table>
<thead>
<tr>
<th>UW Stipend (if applicable):</th>
<th>1,000.00 X 2</th>
</tr>
</thead>
</table>

2. Intern completes Parts C, D, E, F, G, I, and J and submits all required supporting materials.
3. Department contact reviews all Intern portions of the form and supporting materials, completes Part H, and circulates Part K for signature by the Supervisor, Department Chair/Program Director, and Dean/Chancellor.

Training/Internship Placement Plan (DS-7002)
The DS-7002 is an official form of the Department of State and all fields must be complete. Using information provided in the J-1 Visa Request Form, department contact completes the DS-7002 before sending to Intern for signature. Some fields have been prefilled with standard responses.

1. SECTION 1 – Information for this section is found in PART A of the J-1 Visa Request Form.
2. SECTION 2
   - Organization Name and Address = Department Name and Payroll Address
   - Exchange Visitor Hours Per Week = must be at least 32 and no more than 40
   - Include any stipend listed in PART J of the J-1 Visa Request Form.
   - Non-Monetary Compensation Value includes any fees or expenses to be paid on behalf of the Intern.
3. SECTION 3 – Intern manually signs and scans or digitally signs their portion. DO NOT sign the sponsor section. This is only to be completed by a designated UW Responsible Officer (University visa official).
4. SECTION 4
   - Intern, supervisor, and date information should match PARTS A and B of the J-1 Visa Request Form.
   - Phase Site Name = department name
   - Training/Internship Field = general field of study for the internship
   - Phase Site Address = building name if on main campus; street address if off-campus
   - Phase 1 of 1 (unless in the rare case of a multi-phase Internship)
   - Phase supervisor = program supervisor
   - In completing the 8 text fields describing the internship in detail, do not use the term “trainee,” as that is an entirely different program. Remember that the purpose of the J-1 visa is to provide an experience for the Intern, not a service to the department. Do not use standard one-size-fits-all content.
     o “Goals and objectives” should relate to PART F of the J-1 Visa Request Form
     o “Knowledge, skills, or techniques” should consist of something unique to this internship
     o “Supervisor qualifications” should state how many interns the supervisor has overseen previously
     o “Cultural activities” should be specific; examples include visiting tourist sites, participating in departmental activities, and experiencing American holidays
   - Supervisor digitally signs or manually signs and scans their portion.

Submitting the Completed Application
1. Using the checklists on the front of the VISIT J-1 Visa Request Form, ensure that all elements are complete.
2. Content from the text boxes in form DS-7002 must be input to a Department of State database. To minimize errors and save time, we need to be able to cut-and-paste this text, which is why an editable PDF is required.
3. When complete, email all documents to uwvisit@uw.edu.