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

VISIT J-Visa Request Form

The VISIT J-Visa Request Form has instructions built into the form and lists all the supporting materials required. For additional help, please see below.

1. The Department Contact completes all sections in gold (Parts A, B, and H) before sending to Intern.
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, adds budget number to page 7, and circulates Part K for signature by the Supervisor, Department Chair/Program Director, and Dean/Chancellor. Signatures may be electronic using Adobe or DocuSign or you may print, sign, and scan the original to us. All signatures must be on the same page, we cannot accept signatures on more than one page.

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 office.

PART B: UW HOST DEPARTMENT INFORMATION – If the Intern is 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 H: 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, 2019 with an Intern bringing a spouse.

- If the department will pay the VISIT Program Fee, enter a zero in the “How Many” column so it will not be included as an expense the Intern will pay. 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 2019 covers the period of January 7 to March 31.

- 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.
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.

**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 VISIT J-Visa Request Form, the Department Contact completes the DS-7002 before sending to the Intern for signature. Some fields have been prefilled with standard responses. 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 on this form.

*The VISIT/Viser office is not responsible for delay of immigration document processing due to inaccurate or incomplete information on the DS-7002 form.*

1. **SECTION 1** – Information for this section is found in PART A of the VISIT J-Visa Request Form
   - Date Awarded or Expected field must match the Anticipated Degree Completion Date under Part C of the VISIT J-Visa Request form

2. **SECTION 2**
Organization Name and Address = Department Name and Payroll Address
- Address must be a complete street address with an accurate zip code
- Exchange Visitor Hours Per Week = must be at least 32 and no more than 40
- Include any stipend listed in PART I of the J-1 Visa Request Form and make sure the amounts match
- 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 on page 2, this section is to be completed only by a designated UW Alternate Responsible Officer.

4. SECTION 4
- Intern, supervisor, and date information should match PARTS A and B of the VISIT J-Visa Request Form
- Phase Site Name = department name
- Training/Internship Field = general field of study for the internship
- Phase Site Address = full building name if on main campus with a 98195 zip code; use a street address if the building does not have a 98195 zip code
  - An incomplete building name, an inaccurate street address, or an inaccurate zip code will not be accepted in the U.S. immigration database system (SEVIS) and will delay immigration document processing. If in doubt, google the address.
- Phase 1 of 1 (unless in the rare case of a multi-phase internship)
- Phase supervisor = program supervisor
  - Use only the word “Intern” when referring to your Intern in the remaining fields of this document. Do not use the term “Trainee” anywhere on this form.
  - “Description of Intern’s role” should **not** contain any mention of the Intern auditing, enrolling, or attending any courses at the University of Washington. All Interns are considered non-matriculated students and are therefore ineligible to attend regular classes or engage in coursework.
  - “Goals and objectives” should relate to PART F of the VISIT J-Visa Request Form.
  - “Knowledge, skills, or techniques” should consist of something unique to this internship.
  - “Supervisor qualifications” should state how many interns the supervisor has overseen previously, or number of years as a supervisor.
  - “Cultural activities” should be specific; examples include visiting tourist sites, participating in departmental activities, and experiencing American holidays. Remember that J-1 visas are part of the Exchange Visitor program and the intent is to provide both an academic as well as a cultural experience for the intern. The department is responsible for providing resources and/or cultural opportunities for the Intern during their program. For more information and ideas, see [Building Cross-Cultural Component into the Exchange Visitor Program](#).
- Supervisor digitally signs or manually signs and scans their portion.
Example for how to fill out page 3, section 4:

<table>
<thead>
<tr>
<th>Description of Trainee/Intern's role for this program or phase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do not use the word &quot;trainee&quot; on this document. Use &quot;intern&quot; exclusively.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Specific goals and objectives for this program or phase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make sure goals and objectives relate to PART F of the VISIT J Visa Request Form</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Please list the names and titles of those who will provide continuous (for example, daily) supervision of the Trainee/Intern, including the primary supervisor. What are these persons' qualifications to teach the planned learning?</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Name of professor + qualifications + supervisory experience, such as number of years as a supervisor, or number of interns/students supervised.</td>
</tr>
<tr>
<td>- Include supervisory experience of anyone else you list on this form.</td>
</tr>
<tr>
<td>- Graduate students are not qualified to supervise VISIT interns, please leave their names off this form.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What plans are in place for the Trainee/Intern to participate in cultural activities while in the United States?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Be specific; examples include visiting tourist sites, participating in departmental activities, and experiencing American holidays. Remember that J-1 visas are part of the Exchange Visitor program and the intent is to provide both an academic as well as cultural experience for the intern.</td>
</tr>
</tbody>
</table>

Submitting the Completed Application

1. Using the checklists on the front of the VISIT J-Visa Request Form, ensure that all elements the VISIT J-Visa Request are complete.
2. Content from the text boxes on the DS-7002 form are entered into a U.S. Department of State database (SEVIS). To minimize errors, save time, and avoid immigration document processing delays we need to be able to cut-and-paste this text, which is why an editable PDF is required.
3. Review all VISIT J Visa Request materials for accuracy and completeness, then email all documents to uwvisit@uw.edu.