INTERNATIONAL STUDENT SERVICES • UNIVERSITY OF HAWAIʻI AT MĀNOA
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J-1 STUDENT INTERN PROGRAM

International Student Services (ISS) administers the J-1 Student Intern Program for the University of Hawaiʻi (UH). Participation is open to foreign students currently enrolled and pursuing a degree at a postsecondary academic institution outside the United States. Internship programs may be up to 12 months per degree/major.

APPLICATION

Documents provided in this packet:

- Form A: Program Requirements and Participant Eligibility
- Form B: Participant Information
- Form C: Home Institution Certification
- Form D: Internship Evaluation
- DS-7002 Training/Internship Placement Plan (available separately if packet downloaded from website)
- J-1 Health Insurance Acknowledgment Form
- J-1 Health Insurance Provider Certification Form

Additional documents required as part of participant's application:

- Participant Financial Certification Documents: bank statements, award letters, etc. that support entire stay in the U.S., including housing, insurance and living expenses
- Copy of participant passport identification page

ISS will provide the host department with the necessary immigration form (DS-2019), a pre-departure packet to be sent to the participant, and assistance with visa difficulties as needed. See Checklist on p. 2 for procedures.

FINANCIAL CERTIFICATION

Financial certification needs to be presented prior to the issuance of the DS-2019 and again at the Embassy/Consulate when applying for the entrance visa. Funding for a J-1 Student Intern may come from various sources including UH, foreign universities or agencies, or personal funds. The minimum financial requirement below ensures that the participant has sufficient funds to cover expenses while in Hawaiʻi, but actual amounts may differ depending on lifestyle.

	Living Expenses Per Month	**Living Expenses Per Year**
J-1 Student Intern	$1,600	$19,200
Per dependent	$334	$4,000

HEALTH INSURANCE REQUIREMENTS

Federal regulations require ISS to ensure that J-1 student interns and accompanying J-2 dependents maintain adequate health insurance throughout the intern period. Health insurance plans must offer the following minimum coverage levels:

- Major Medical benefits of at least $50,000 per accident or illness.
- Repatriation of remains to home country of $7,500
- Medical evacuation of $10,000
- Deductible not to exceed $500 per accident or illness

HOUSING

Participants should have an idea of where they are going to live prior to arriving in Hawaiʻi. ISS expects the UH department to supervise the participant's search for adequate housing. A starting point may be the UH Off-Campus Housing website (http://www.hawaii.edu/och).

ISS CONTACT

Viet Ngo, International Student Advisor (Phone: 808-956-8613, Email: viet@hawaii.edu)

RECOMMENDED 90 DAY APPLICATION TIMETABLE AND RESPONSIBILITIES CHECKLIST

Please provide a copy of this checklist to the participant.

At least 90 days prior to arrival	**UH Department will...** 1. Identify the prospective J-1 Student Intern, and then contact ISS. **ISS will...** 2. Provide UH department with application materials.
80 days prior to arrival	**UH Department will...** 3. Complete/provide the following: ☐ Form A: Program Requirements and Participant Eligibility ☐ DS-7002 Training/Internship Placement Plan ☐ ISS Administrative Fee: $300 via journal voucher 4. Forward to participant the forms in #5 with completed DS-7002 for signature. **Participant will...** 5. Complete/provide the following: ☐ Form B: Participant Information ☐ Form C: Home Institution Certification (to be completed by academic advisor) ☐ Sign DS-7002. Provide a copy to home institution academic advisor. ☐ Financial Certification Documents: bank statements, award letters, etc., that support entire stay in the U.S., including housing, insurance and living expenses ☐ J-1 Health Insurance Acknowledgment Form ☐ Copy of passport identification page. 6. Send completed documents to UH department. **UH Department will...** 7. Collect completed participant and department application materials and forward altogether to ISS.
70 days prior to arrival	**ISS will...** 8. Send UH department a pre-departure packet, participant's original DS-2019, and copy of DS-7002 with all requisite signatures. **UH Department will...** 9. Send packet with original DS-2019 and copy of DS-7002 to participant. **Participant will...** 10. Receive packet with original DS-2019 and copy of DS-7002. Sign DS-2019. 11. Pay the SEVIS I-901 fee ($180) online. Print receipt. https://www.fmjfee.com/ 12. Apply at the U.S. Embassy/Consulate in his or her home country for a J-1 Student Intern visa (additional fee). Bring DS-7002 with other required documents. 13. Notify department of arrival information, which should be no more than 30 days prior to internship start date.
Arrival in U.S.	**Participant will...** 14. Enter the U.S. and be eligible to begin the program once the following obligations are met: ☐ Check in at ISS office and schedule orientation within 3 business days of arrival. ☐ At ISS check-in, provide completed Health Insurance Provider Certification Form, passport, visa, DS-2019 and I-94 (received upon arrival).