



## J-1 Student Intern Program: Application Overview

International Student Services (ISS) administers the J-1 Student Intern Program for the University of Hawai'i (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 from 3 weeks to 12 months per degree level.

Please use most up-to-date forms downloaded from website at: <http://www.hawaii.edu/issmanoa/forms>

### Application

Documents included in the application:

- Form A: J-1 Student Internship Request
- Form B: Program Information
- Form C: Internship Plan
- Form D: Student Intern
- Form E: Home Institution Certification
- Form F: Evaluation of Student Intern
- 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

### Financial Certification

Financial certification needs to be presented prior to the issuance of the DS-2019 Certificate of Eligibility for J-1 Exchange Visitor, and again at the Embassy/Consulate when applying for the entrance visa. Student Interns must show a minimum of \$1600 per month of living expenses for the length of the program. Funding for a J-1 Student Intern may come from various sources including UH, foreign universities or agencies, or personal funds. Other expenses are listed below to assist in budgeting for the program, but are not included in the required amount for the DS-2019.

<b>Living Expenses</b>	
Estimated Living Expenses (housing, food, health insurance*, incidental expenses)	\$1600 per month
Additional Dependent Expense, if applicable	\$400 per month
<b>Visa Process Related Fees (Required)</b>	
<input type="checkbox"/> SEVIS I-901 Fee	\$180 (paid to U.S. Department of Homeland Security)
<input type="checkbox"/> Visa Application Fee	\$160 (paid to U.S. Department of State)
<input type="checkbox"/> ISS Application Processing Fee	\$300 (paid to International Student Services, unless paid by hosting department)
<input type="checkbox"/> Mailing service for visa documents	~ \$60-70
<b>Other Considerations</b>	
<input type="checkbox"/> Taxi from airport	~ \$45
<input type="checkbox"/> Bus pass	\$60 per month
<input type="checkbox"/> UH ID (optional)	\$10

### Health Insurance Requirements

\*Health insurance costs may vary, depending on the company. The U.S. Department of State requires that ISS ensure all J-1 exchange visitors and accompanying J-2 dependents maintain minimum health insurance levels throughout the program period. Health insurance companies must show compliance by signing the J-1 Health Insurance Certification Form. ISS will not accept any other document unless it certifies that it meets the insurance requirements of the U.S. Department of State J-1 Exchange Visitor Program.



Below are some insurance companies specializing in insurance for J-1 exchange visitors, and have been used by past exchange visitors. These companies have plans that meet J-1 requirements and either will sign the certification form and/or have proper certifying documents:

Compass Benefits Group  
<http://www.compassbenefits.com/>

The Harbour Group  
<http://www.hginsurance.com/>

PGH Global Insurance  
<http://www.pghstudent.com/>

HTH Worldwide Insurance Services  
<http://www.hthworldwide.com/>

ISO – Student Health Insurance  
<http://www.isoa.org/>

**NOTICE:** *J-1 Exchange Visitors may be subject to the provisions of the U.S. Affordable Care Act.*

## **Housing**

Participants should have an idea of where they are going to live prior to arriving in Hawai'i. ISS expects the UH host department to supervise the participant's search for adequate housing. A starting point may be the UH Manoa Student Housing website (<http://manoa.hawaii.edu/housing/>). For single studio living, expect to pay about \$1000 per month for rent, with utilities (electricity, Internet connection, phone) costing about \$50-100 per month.

## **Contact**

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Coordinator, J-1 Student Intern Program  
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**J-1 STUDENT INTERN PROGRAM: APPLICATION TIME TABLE**

STEPS	ACTIONS		DAYS
<b>1</b>	UH Hosting Department Point of Contact (POC) contacts ISS J-1 Student Intern Program Coordinator regarding prospective internship.	ISS will determine initial eligibility in consultation with POC.	At least 90 days till start
<b>2</b>	POC submits completed application packet to ISS. If submitting via email, scan all forms to PDF after getting appropriate signatures, <u>except B and C</u> , which do not require signatures; the original electronic versions of these forms should be sent instead to expedite data entry. Email submissions may be sent to: <a href="mailto:jsintern@hawaii.edu">jsintern@hawaii.edu</a> <ul style="list-style-type: none"> <li><input type="checkbox"/> Form A: J-1 Student Internship Request</li> <li><input type="checkbox"/> Form B: Program Information</li> <li><input type="checkbox"/> Form C: Internship Plan</li> <li><input type="checkbox"/> Form D: Student Intern</li> <li><input type="checkbox"/> Form E: Home Institution Certification</li> <li><input type="checkbox"/> J-1 Health Insurance Provider Certification Form</li> <li><input type="checkbox"/> Passport</li> <li><input type="checkbox"/> Bank Statement/Proof of Funding</li> <li><input type="checkbox"/> Additional supporting documents</li> </ul>		80-90 days till start
<b>3</b>	ISS reviews application and emails to the POC a filled DS-7002 Training/Internship Placement Plan (TIPP) to (1) student intern and (2) internship supervisor for signatures. ISS will invoice the POC the ISS Processing Fee of \$300 unless it has been determined on Form B that the student intern will pay the fee.		70-80 days till start
<b>4</b>	Internship Supervisor signs fourth page of DS-7002, scans and emails to: <a href="mailto:jsintern@hawaii.edu">jsintern@hawaii.edu</a> <u>Signed original</u> must be submitted to ISS office.	Student Intern signs first page of DS-7002, scans and emails to: <a href="mailto:jsintern@hawaii.edu">jsintern@hawaii.edu</a> <u>Signed original</u> must be submitted to ISS upon arrival.	60-70 days till start
<b>5</b>	ISS issues DS-2019 Certificate of Eligibility for J-1 Exchange Visitor Status and copy of fully executed DS-7002 and prepares document packet and notifies Student Intern and POC. ISS will send via email to POC and Student Intern a copy of fully executed DS-7002.	POC will arrange for pick-up of the documents to mail to student intern, or have the student intern arrange mailing using the following method:  Student Intern creates account on University Express Mail Services (UEMS), a third-party mailing service used by ISS ( <a href="https://study.eshipglobal.com/">https://study.eshipglobal.com/</a> ). After setting up an account, a mail request to ISS (for document packet) must be made via UEMS. Student Intern is responsible for selection and payment of mailing charges, unless alternate mailing arrangements have been made with POC. Costs vary depending on carrier and mailing address (~US\$60).	50-60 days till start
<b>6</b>	Student Intern receives document packet, and then: <ul style="list-style-type: none"> <li><input type="checkbox"/> Using information on DS-2019, he or she must then go online to pay the SEVIS I-901 fee of \$180 at: <a href="https://fmjfee.com/">https://fmjfee.com/</a></li> <li><input type="checkbox"/> Print SEVIS fee receipt.</li> <li><input type="checkbox"/> Apply for a visa online, and schedule an interview (Application fee: \$160). Allow 3-7 business days between the date of SEVIS fee payment to the date of a visa interview. This allows payment information to migrate to Consular database.</li> <li><input type="checkbox"/> Attend visa interview with SEVIS fee receipt, DS-2019, DS-7002, passport, and other relevant documents.</li> </ul>		40-50 days till start
<b>7</b>	Student Intern: <ul style="list-style-type: none"> <li><input type="checkbox"/> After receiving visa, prepares for departure, carrying SEVIS fee receipt, DS-2019, DS-7002, passport and visa, and other relevant documents.</li> <li><input type="checkbox"/> After arriving in the U.S., contacts ISS J-1 Student Intern Program Coordinator within 3 business days, and schedules orientation unless prior arrangements have already been made.</li> <li><input type="checkbox"/> Pay ISS Processing Fee of \$300 unless POC has already paid.</li> </ul>		10-30 days till start



## J-1 STUDENT INTERN PROGRAM: APPLICATION INSTRUCTIONS

<p><b>Form A</b>          J-1 Student Internship Request</p>	<p>Must be completed for each internship program. It does not need to be completed for each student intern if more than one participates in the same program. Some differences may be allowed, such as student interns working at different hotels.</p> <p>This form may be completed once for a program that may repeat for other student interns periodically. Any changes in POC and/or department head require a new form to be completed.</p>
<p><b>Form B</b>          Program Information</p>	<p>All information must be entered, and the POC is responsible for accurately entering the information. If no third party is involved with the internship, then part IV may be skipped after the initial question. If a third party is involved, then a copy of the fully executed agreement between the UH department and the third party that outlines the student internship, duties and responsibilities for each party, must be attached. If a student intern will work at a third party site, then that work site must undergo a documented inspection by a UH representative, from the hosting department or from ISS.</p>
<p><b>Form C</b>          Internship Plan</p>	<p>This form may be used for multiple student interns in the same program, as long as they are listed on the form, and the internship plan is generally the same. If supervisors and plans differ for students coming in on the same program, then separate forms may be necessary (e.g., student placed at different hotels with different duties although the general objective of the program is the same).</p> <p>Internship field of study should match majors provided by UH Banner. Specifics or more focused fields can be explained in the descriptions.</p> <p>Please use layman's terms to describe activities/duties. Do not forget to list daily supervisors, including the primary supervisor, titles, AND qualifications.  <i>Example: Jane Smith, Associate Professor, faculty specializing in marine biology</i></p>
<p><b>Form D</b>          Student Intern</p>	<p>Student Intern must attach proof of funding in the form of an official bank statement or similar document in English, or with English translation. It must show the amount available and the name of the account holder or recipient, if a scholarship, grant or loan. Family sponsors must also sign the affidavit certifying support, in addition to the financial document.</p> <p>Other fees that should be taken into consideration:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> \$180 SEVIS I-901 Fee (for creation of J-1 record) paid to Department of Homeland Security</li> <li><input type="checkbox"/> \$160 Visa Application Fee paid to U.S. Embassy</li> <li><input type="checkbox"/> \$300 J-1 Processing Fee (to be paid by student intern or host faculty/department) paid to International Student Services</li> <li><input type="checkbox"/> Health insurance (varies)</li> </ul>
<p><b>Form E</b>          Home Institution Certification</p>	<p>The student intern's home school academic advisor should have been able to read the training plan (Form C) before signing.</p>
<p><b>Form F</b>          Evaluation of Student Intern</p>	<p>For internships of 6 months or less, at least one evaluation form must be completed for the student intern. For internships over 6 months, at least one middle and end evaluation must be completed. This form may be used, or the supervisor's own form. Whichever is used, the student intern must be able to sign the evaluation, verifying that he has read it.</p>
<p><b>J-1 Health Insurance Provider Certification Form</b></p>	<p>The health insurance used by the student intern while in the U.S. must meet the minimum requirements of the U.S. Department of State (DOS). This form allows the health insurance provider to confirm that the plan on which the student intern is enrolled meets the requirements. Failure to submit a completed form will delay the process. No other form or letter will be accepted unless it specifically states that it meets the DOS requirements.</p>