J-1 STUDENT INTERN APPLICATION
PART I (this section must be completed by the sponsoring department).

WHAT IS A STUDENT INTERN
The J-1 Student Intern Program at The University of Texas at El Paso (UTEP) provides foreign students the opportunity to participate in a designated exchange visitor program which fulfills the student’s academic goals. Such an exchange is intended to promote mutual understanding by fostering the exchange of ideas between foreign and American students. The Office of International Program (OIP) is responsible for processing and managing the J-1 Student Intern Program at the University of Texas at El Paso (UTEP).

Participation in the J-1 Student Intern Program is open to foreign students currently enrolled and pursuing a degree at a postsecondary academic institution outside the United States. Student interns may participate in the program for up to 12 months for each degree/major.

FINANCIAL CERTIFICATION
In order to issue a DS-2019 Form, proof of financial support is needed. Funding for a J-1 Student Intern may come from various sources including UTEP, foreign universities or agencies, or personal funds.

Funding must meet or exceed these minimum amounts at UTEP for 2015-2016.

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UTEID NUMBER
Every student intern is required to have a UTEP ID before the application can be submitted to OIP. The sponsoring department should follow the “Affiliate/Adjunct Designation Guidelines” located on the HR Transactions Center website, [http://hrtc.at.utep.edu/](http://hrtc.at.utep.edu/). Filling out the required forms will result in the issuance of the ID.

HOME STAY REQUIREMENTS FOR SOME J-1’s
Exchange visitors must clearly understand the home country residency requirement of J-1 visas [subject to 212(e)]. This regulation bars some J-1 visa holders from changing to a work visa or a permanent resident visa (green card) after they enter the U.S. This will apply to some research scholars, but not all. Those subject to this requirement are obligated to return home for a minimum of 2 years before they can come to the U.S. in an employment visa category. The purpose of this rule is to ensure that those in special exchange programs return to their home countries to provide those countries with the benefit of their experience in the U.S. While there are exceptions made to this requirement, they should not be presumed.

HEALTH INSURANCE REQUIREMENT
The J-1 exchange visitor must provide proof of adequate health insurance coverage for their entire program while in the U.S. If the exchange visitor will be funded by UTEP and the position is benefits eligible, health insurance will be processed upon arrival to the U.S. If the candidate is not funded by UTEP, the exchange visitor must provide proof of health insurance with this application for the entire requested length of the program in the U.S. or for as long as coverage can be obtained. J-2 dependents must also maintain such coverage. Please refer to this website for the J-1 health insurance requirements: [http://sa.utep.edu/oip/health-care-and-insurance/](http://sa.utep.edu/oip/health-care-and-insurance/). In order to satisfy the insurance requirements, the policy must be written in English and the insurance amounts must be provided in U.S. dollars. Usually an English copy of the declarations page will be sufficient if it shows names of the insured people on the policy and descriptions, amounts and dates of the coverage for the entire length of stay on the requested application.
ENGLISH PROFICIENCY REQUIREMENT
As specified by Department of State, an exchange visitor must have "sufficient proficiency in the English language, as determined by an objective measurement of English language proficiency, to successfully participate in his or her program and to function on a day-to-day basis." For exchange visitors coming from countries where the primary language is not English, the Office of International Programs accepts any of the following to meet this requirement:

| Any of the following exam scores (Test must have been taken within the last 2 years) | 1. IELTS: 6.5 minimum score  
2. TOEFL:  
   a. Paper-based (only accept exam taken at UTEP): minimum score of 500  
   b. Computer-based: minimum score of 173  
   c. Internet exam (TOEFL IBT): minimum score of 61  
3. PTE (Pearson Test of English): minimum score of 44 |
| Online Pearson Versant English Test. Average cost $35. Requires microphone, internet connection. (Test must have been taken within the last 2 years) | Global Scale of English (GSE) score minimum of 59 or a level of B-2 or higher  
Visit: https://www.versanttest.com/ |
| Transcripts showing a degree earned in a U.S. college or university. | May not be a bilingual program and degree must have been obtained within the last 5 years |
| Interview in English conducted by the UTEP sponsoring professor | Can be in person, by phone or video-chat |

For more information, please visit: http://sa.utep.edu/oip/sponsoring-j-scholars-professors/

APPLICATION PROCESSING AND MAILING
This application includes a request for a DS-2019, the immigration document needed to obtain the J-1 visa. Allow a MINIMUM of three months lead time in preparing paperwork for new visiting J-1 exchange visitors. Departments should be aware that delays in visa processing and security checks can mean that some visitors may need up to 6 months to secure a J-1 visa and arrive at UTEP (please see timeline for more details). By completing this form, the UTEP department issues an official invitation to the visitor and agrees to be responsible for ensuring that the exchange visitor performs the intended activity.

Once the Office of International Programs receives the completed application with the required documents and signatures, the DS-2019 will be processed in five business days. All DS-2019 requests will be run though export control checks. When the DS-2019 is processed, the faculty member and/or the department will be notified. There are two mailing options: the department can take responsibility for mailing the DS-2019 to the student intern or the student intern can pay for an express shipment to receive the DS-2019 through University Express Mail Services / eShipGlobal (UEMS). In the following application, you can select which mailing option you would prefer. Instructions will be emailed to the student intern if UEMS is selected for mailing the DS-2019.

VISA PROCESSING AND ARRIVAL
Once the student intern receives the DS-2019, the following must be completed:

1) Pay the SEVIS fee. The fee will need to be processed before the student intern arrives at the U.S. Embassy or U.S. Consulate for the interview.
2) The prospective student intern takes the DS-2019, valid passport, proof of insurance, letter of support from the university, receipt for the SEVIS fee, and receipt for the visa application fee to the nearest U.S. consulate or embassy to obtain the J-1 visa.
3) The student intern brings the DS-2019, the passport with visa and financial support documents to the U.S.
4) The inspecting officer at the port of entry will review the student intern’s documents and issue an I-94. If entering by plane, the I-94 will be issued electronically. If entering by land, a small white card will be issued. The exchange visitor should keep the I-94 in the passport.
5) When the student intern arrives in El Paso, he/she should bring all immigration documents to the Office of International Programs for a **required orientation**. This is a **critical step** in the process of hosting an exchange visitor because OIP reports the local address and activates the SEVIS record. The student intern will also be briefed on his/her responsibilities and requirements at that time including proof of adequate health insurance coverage.

6) The Office of International Programs is here to assist our exchange visitors with their immigration status during their time in the U.S and at UTEP. Before a student intern plans to travel outside the U.S., they should check-in with OIP prior to leaving the country to make sure their DS-2019 Form is endorsed for re-entry into the U.S.

**APPLICATION PACKAGE:**

1) Part A: Program Requirements and Participant Eligibility  
2) Part B: Participant Information  
3) Part C: Health Insurance  
4) Part D: Financial Information (not funded by UTEP)  
5) Part E: Home Institution Certification  
6) Part F: Student Intern English Proficiency  
7) Part G: End of Program Evaluation  
8) Form DS-7002 Training/Internship Placement Plan

**ADDITIONAL DOCUMENTS REQUIRED:**

1) Participant Financial Certification Documents: bank statements, award letters, UTEP invitation letter etc. Scanned copies and originals are acceptable.  
2) Copy of participant passport identification page  

Please submit the completed J-1 Student Intern Application, including all of the required forms and supplemental documents to The Office of International Programs in person or by email to oip@utep.edu.  

**Incomplete applications will not be processed.** If the application is approved, the DS-2019 will be processed in 5 business days.

Please contact the Office of International Programs at (915) 747-5664 if you have any questions or for more information about J-1 exchange visitors.
**RECOMMENDED INTERN APPLICATION TIMELINE**
Please provide a copy of this form to the participant.

<table>
<thead>
<tr>
<th>At Least 90 days prior to arrival</th>
<th>UTEP department will......</th>
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<tbody>
<tr>
<td></td>
<td>1. Identify the perspective J-1 Student Intern, and then download the J1 Student Intern application from sa.utep.edu/oip</td>
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<tr>
<td></td>
<td>2. Begin the hiring process with Human Resources</td>
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<thead>
<tr>
<th>80 days prior to arrival</th>
<th>UTEP department will.......</th>
</tr>
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<tbody>
<tr>
<td>Complete/provide the following:</td>
<td></td>
</tr>
<tr>
<td>1. Download and complete DS-7002 Training/Internship Placement Plan</td>
<td></td>
</tr>
<tr>
<td>2. Form A: Program Requirements and Participant Eligibility</td>
<td></td>
</tr>
<tr>
<td>3. Form F: English Proficiency</td>
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<tr>
<td>4. Forward to participant the DS-7002 for signature and the rest of application to be completed.</td>
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**Participant will......**
Complete/provide the following:
1. Copy of biographical page of passport
2. Copies of the biographical page from the passport of each dependent
3. Form B: Participant Information
4. Form C: Health Insurance
5. Form D: Financial Information (if needed).
6. Form E: Home Institution Certification
7. Sign DS-7002. Provide a copy to home institution academic advisor.
8. Send completed documents to your UTEP Department

<table>
<thead>
<tr>
<th>UTEP department will.......</th>
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<tr>
<td>Collect completed participant and department application materials and forward them altogether to OIP. Please remember that incomplete applications will not be accepted.</td>
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<tr>
<th>70 days prior to arrival</th>
<th>OIP will......</th>
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<tr>
<td>Review the application and notify the UTEP department within a week about whether the application has been approved or denied. If the application is approved, the DS-2019 will be processed in 5 business days.</td>
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<th>UTEP department will......</th>
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<tr>
<td>Notify OIP of any changes to the intern's U.S. arrival date</td>
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**Participant will......**
3. Apply at the U.S. Embassy/Consulate in his or her home country for a J-1 Student Intern visa (additional fee).
4. Bring DS-7002 with other required documents to visa appointment.
5. Notify department of arrival information, which should be no more than 30 days prior to internship start date.

<table>
<thead>
<tr>
<th>Arrival in U.S.</th>
<th>Participant will...</th>
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<tbody>
<tr>
<td>Meet with UTEP department and get settled in El Paso</td>
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<tr>
<td>Make appointment at OIP for required check-in and orientation. Please bring with you to the appointment your DS-2019, I-94 (received upon arrival to the U.S or printed from the internet), passport, visa, and confirmation of health insurance.</td>
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J-1 STUDENT INTERN PROGRAM REQUIREMENTS AND PARTICIPATION ELIGIBILITY
PART A (this section must be completed by the UTEP supervisor and Department Head).

Participant/Intern Name:_________________________________ UTEP ID Number:__________________________

UTEP Supervisor Name:_________________________ Supervisor Email:______________________________

UTEP Department:_________________________ Department Head:______________________________

Program Duration: Begin Date: _______________ End Date: _______________
(Month/ Day/Year) (Month/ Day/Year)

PROGRAM REQUIREMENTS

Supervisor must initial each of the requirements listed below. These requirements are set by the US Department of State.

___ Internship consists of a minimum of 32 hours per week.

___ Internship consists of no more than 20% clerical work.

___ All tasks assigned must be “necessary for the completion of the student internship program.”

___ Internship does not displace Americans workers and will not serve to fill a labor need.

___ Internship exists “solely to assist the student intern in achieving the objectives of his or her participation in a student internship program”.

___ A student may participate in an internship with or without wage compensation

___ The internship does not have to be in the student’s field, but it does have to “fulfill educational objectives of his or ” her current degree program at his or her home institution”.

___ Interns may participate in the internship for no more than12 months.

___ Department will ensure that form DS-7002 is completed, signed by both student intern participant and the UTEP Supervisor and a copy is attached to this application.

___ The department must evaluate the intern using the form provided (Form G: Evaluation Form) and a copy will be forwarded to OIP following the completion of intern's program. If the program lasts longer than six months, there must be a midpoint evaluation.

___ Department will ensure that intern participates in an in-person orientation at The Office of International Programs (OIP) upon arrival.

___ Department will ensure that intern participates in a UTEP Departmental orientation upon arrival to assist the intern with adjustment and department expectations at UTEP.
### PARTICIPANT ELIGIBILITY

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1. The intern has been accepted into a student internship program in your Department.
2. The intern is currently “enrolled in and pursuing a degree at an accredited postsecondary institution outside of the Unites States” (Please refer to form E of this application).
3. The intern must “fulfill the educational objectives of his or her current degree program at his or her home institution”.
4. The intern has “sufficient proficiency in the English language to participate in his or her program and to function on a day to day basis”. (Please refer to form E of this application).
5. The intern is “primarily in the Unites States to engage in a student internship program rather than to engage in employment or provide services to an employer”.
6. To the best of my knowledge the intern will return to his or her academic program outside the U.S. and “fulfill and obtain a degree from that academic institution after completion of the students internship program”.

### Will the exchange visitor be paid by UTEP? (offer letter required)

☐ Yes  ☐ No  Account #:__________________

If yes, how much funding? $__________________ per ☐ Month ☐ Year

Is any of this funding specifically for international exchange  ☐ Yes  ☐ No

If the Exchange Visitor receives monetary compensation from the University, approval from Human Resources is required. If the Exchange Visitor does not receive monetary compensation from the University, approval from Human Resources is not required.

### Approval from Academic Department Chair or Dean of College

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Signature   ____________________________  Date   ____________________________

Printed Name and Title   ________________________________________________

Is this position benefits eligible?  ☐ Yes  ☐ No

### Approval from Human Resources Services

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Signature   ____________________________  Date   ____________________________

Printed Name and Title   ________________________________________________

### DS-2019 Mailing Information (please check one)

☐ The sponsoring department will pick up the DS-2019 at the Office of International Programs and send it to the exchange visitor.

☐ The Office of International Programs will mail the DS-2019 at the exchange visitor’s expense through eShipGlobal.
J-1 STUDENT INTERN PARTICIPANT INFORMATION

PART B (this section must be completed by the student intern).

Dates of Internship Program: _____________ to _____________ (mm/dd/yyyy). The internship program is limited to a maximum of 12 months. A Student Intern may enter the United States up to 30 days prior to the start of the internship and also receive a grace period of 30 days to exit the United States upon completion of the internship program. Please also provide a copy of the biographical page of your passport with this form.

Student Name:

___________________________________________________________

(First Name) (Middle Name) (Last Name)

Physical Address

Mailing Address

Phone Number ___________________________ Email ___________________________

Date of Birth _____________ (mm/dd/yyyy) City of Birth ___________________________ □ Male □ Female

Country of Birth ___________________________

Country of Citizenship ___________________________

Country of Permanent Residence ___________________________

Will dependents accompany you at UTEP? □ Yes □ No

If you will be bringing dependents, please fill out the chart below and provide a copy of the passport for each dependent. Eligible dependents are spouse and children under the age of 21.

<table>
<thead>
<tr>
<th>Name &amp; Relationship</th>
<th>Date of Birth (MM/DD/YYYY)</th>
<th>City &amp; Country of Birth</th>
<th>Country of Citizenship</th>
<th>Country of Residence</th>
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Spouse email address: _____________________________________
J-1 STUDENT INTERN HEALTH INSURANCE FORM

PART C (this section must be completed by the student intern).

The U.S. Department of State (DOS) requires all J-1 exchange visitors and J-2 dependents to obtain adequate health insurance coverage for the duration of their programs in the U.S. The DOS regulations pertaining to the Exchange Visitor Program are published in the Code of Federal Regulations (22 CFR § 62.14).

The federal regulations are very specific regarding the amount and type of insurance required (all amounts are in USD)

- Medical benefits of at least $100,000 per accident or illness;
- In case of death, repatriation of remains in the amount of $25,000;
- In case of serious illness or injury, payment of expenses associated with medical evacuation of the exchange visitor to his or her home country in the amount of $50,000; and
- A deductible not to exceed $500 per accident or illness.

Maintaining insurance coverage is a term of the J visa. No one is exempted from this requirement. An exchange visitor who willfully fails to maintain insurance or who provides false documentation will be subject to termination as a participant in the Exchange Visitor Program.

J-1 Exchange Visitor Health Insurance Coverage Options

1) Please check with your host department to determine if you are eligible for UTEP health insurance benefits. If you are benefits eligible, you will be enrolling in the UTEP sponsored health insurance plan provided by Academic Health Plans. An Insurance Waiver will be given to you at OIP check-in and orientation. Please note the UTEP plan only covers medical insurance and you will be asked to provide additional insurance for repatriation and medical evacuation. To purchase repatriation and medical evacuation policy add-on’s, please visit Academic Health Plans Enrollment page (utep.myahpcare.com/enrolment) and complete the “Enrollment Form – AES”.

2) If you are not being paid by UTEP and/or do not receive health insurance benefits from UTEP, we have provided a resource list of different types of health insurance companies offering plans for international exchange visitors. Please refer to our website page under “Other Health Insurance Plans” http://sa.utep.edu/oip/health-insurance-plans/ for additional information.

3) J-1 visitors may also bring insurance from their home country that will cover them for the entire time they are in the U.S. In order to satisfy the insurance requirements the policy must be in English and the insurance amounts must be provided in U.S. dollars. Usually an English copy of the declarations page will be sufficient if it shows:

1) Names of the insured people on the policy
2) Descriptions, amounts and dates of coverage

J-1 Intern Agreement:

I have read and I understand the above information. I agree to obtain health insurance coverage for myself and for my J-2 dependents that meets the above requirements for the duration of my/our participation in the J-1 Intern Program at The University of Texas at El Paso. I understand it is my sole responsibility to maintain the required health insurance coverage for the duration of my program and that my willful failure to do so constitutes a violation of my status, which may result in the termination of my participation in the Exchange Visitor Program and the loss of my legal immigration status. I agree to provide documentary evidence of my health insurance coverage within 15 days of having arrived to the United States.

_______________________________________________
Student’s Signature                               Date
J-1 STUDENT INTERN FINANCIAL INFORMATION (NOT FUNDED BY UTEP)
PART D (this section must be completed by the student intern).

In order to issue a DS-2019 Form, proof of financial support is needed. Funding for a J-1 Student Intern may come from various sources including UTEP, foreign universities or agencies, or personal funds. Funding must meet or exceed these total costs at UTEP for 2015-2016.

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**Please note that proof of investment accounts, stocks or securities holdings, insurance, property or employment income are not acceptable financial support. Provide documentation of any non-UTEP funding, normally a letter from the funding organization specifying the dates and amount of funding. A letter from the visitor is not sufficient documentation. We accept copies and original documents.**

A. PERSONAL FUNDS (including scholarships and grants): Please attach a bank statement printed out by the bank and/or a signed and stamped letter from a bank representative stating the amount in the account.

I certify that through my account with a banking institution, I have available the minimum financial guarantee, as specified above, required for university attendance.

__________________________________________________________________________
Signature of Student  ____________________________________________________________________________
Date

Amount of funds coming from this source: $__________________________________________

B. THIRD PARTY FUNDING (from family & friends): Please attach a bank statement, in your sponsor’s name, printed out by the bank and/or a signed and stamped letter from a bank representative stating the amount in the account. ALSO, the student must show a connection between the sponsor and the student; please have your sponsor sign below the following statement OR attach a signed letter containing the below statement and contact information.

“I am willing and able to guarantee the financial support of the student for the required amount (as listed above) per year including the appropriate higher amount depending on situation or the duration of his/her university studies. I am NOT a nonimmigrant student and I do not hold any other temporary visa status in the United States.”

__________________________________________________________________________
Signature

__________________________________________________________________________
Sponsor’s relationship to the student __________________________ (example: parent, friend…)

__________________________________________________________________________
Sponsor’s Name

__________________________________________________________________________
Sponsor’s Telephone Number ____________________________ Sponsor’s Email

__________________________________________________________________________
Address

Amount of Funds Coming from this Source: $__________________________________________

C. Visitor’s government (award letter): ______________________ Funding per month $________________

D. Other organization (award letter): ______________________ Funding per month $________________
J-1 STUDENT INTERN HOME INSTITUTION CERTIFICATION

PART E (this section must be completed by academic advisor at home institution).

Student Name: ______________________________________________________ ______________________
(Family Name) (First Name) (Middle Name)

Academic Advisor Information

Name: ______________________________________________________ ______________________
(Family Name) (First Name)

Email: ___________________________ Phone Number:________________________
(Country code first)

Title: ___________________________ Institution Name:________________________

Institution Address:____________________________________________________

Degree student is currently pursuing:____________________________

Student field of study:____________________________________

Student’s estimate degree/certification completion date:________________________

Please answer the questions below:

This student is in good standing and is progressing normally toward the completion of his or her degree. □ Yes □ No

Upon completion of J-1 Student Intern Program at The University of Texas at El Paso, this student plans to return and complete his or her degree at this institution □ Yes □ No

I have read the information provided on the DS-7002 Training/Internship Placement Plan and I agree that this experience will enhance this student’s academic program at this institution. □ Yes □ No

Additional comments:______________________________________________
__________________________________________________________________
__________________________________________________________________

Advisor signature:________________________________________ Date:____________

Please return this form to the Student Intern or to the UTEP host Department. The UTEP host Department’s contact information can be given to you by the student participant.

Thank you very much for taking the time to complete this form!
J-1 STUDENT INTERN ENGLISH PROFICIENCY FORM
PART F (this section must be completed by the UTEP host department).

The U.S. Department of State regulations for J-1 Exchange Visitors [22 CFR 62.11(a)(2)] require that program sponsors verify that a prospective J-1 Exchange Visitor’s English proficiency is sufficient to participate in his or her program and to function on a day-to-day-basis as determined by an objective measurement of English language proficiency.

At UTEP, any of the following are acceptable proof of English Proficiency:

**ENGLISH PROFICIENCY:** Please select any of the following measures of the English Language and attach the corresponding supporting documentation.

- [ ] The exchange visitor is from a country, where the primary language is English.
  - Country of origin: _____________________________

- [ ] Any of the following exam scores (Test must have been taken within the last 2 years)
  - [ ] IELTS: 6.5 minimum score
  - [ ] TOEFL:
    - Paper-based: minimum score of 500
    - Computer-based: minimum score of 173
    - Internet exam (TOEFL IBT): minimum score of 61
  - [ ] PTE (Pearson Test of English): minimum score of 44

- [ ] Online Pearson Versant English Test. Average cost $35. Requires microphone, internet connection. (Test must have been taken within the last 2 years). Global Scale of English (GSE) score minimum of 59 or a level of B-2 or higher. Visit: [https://www.versanttest.com/](https://www.versanttest.com/)

- [ ] Transcripts showing a degree earned in a U.S. college or university. May not be a bilingual program and degree must have been obtained within the last 5 years

- [ ] Interview, in English, was conducted by the UTEP sponsoring professor.
  - I certify that I conducted an interview, in English, with the prospective J-1 Exchange Visitor on this date: __________________, and attest to the individual’s necessary English proficiency for successful participation in the program and to function on a day to day basis.
  - Type of interview: [ ] In person [ ] Video-chat [ ] Phone
  - Date of Interview: __________________

  UTEP Sponsoring Professor name and title: _____________________________________________________________

  Signature: __________________________________               Date: ______________________________

For more information, please visit: [http://sa.utep.edu/oip/sponsoring-j-scholars-professors/](http://sa.utep.edu/oip/sponsoring-j-scholars-professors/)
J-1 STUDENT INTERN END OF PROGRAM EVALUATION FORM

PART G (To be completed by the UTEP host department at the end of the program)

The department must evaluate the intern using this form. If the program lasts longer than six months, there must be a midpoint evaluation and one at the end of the program. If the program is less than six months long, only an end of program evaluation is needed. It is of great importance to forward this completed form to OIP following the completion of the intern's program at UTEP.

| Intern Name: _______________________________ | UTEP ID #: _______________________________ |
| (Family Name) | (First Name) |

| UTEP Department: _______________________________ | Intern Supervisor’s Name: _______________________________ |

**Evaluation Information**

Date of evaluation: ___________ Evaluation Phase: ___ Midpoint Evaluation ___ End of Program Evaluation (mm/dd/yyyy)

Period of Evaluation: ___________ Length of Internship: ___________ (mm/dd/yyyy) - (mm/dd/yyyy)

Please answer the following questions below:

1) Did the Intern complete the specific tasks and activities for this phase of the program as indicated on DS-7002 Training/Internship Placement Plan? □ Yes □ No

Comments: _____________________________________________________________________________________

2) Did the Intern achieve the specific goals and objectives for this phase as indicated on DS-7002 Training/Internship Placement Plan? □ Yes □ No

Comments: _____________________________________________________________________________________

3) Did the Intern attain the knowledge, skills and/or techniques for this phase as indicated on DS-7002 Training/Internship Placement Plan? □ Yes □ No

Comments: _____________________________________________________________________________________

4) Did the evaluation and supervision methods taken place frequency as indicated on DS-7002 Training/Internship Placement Plan? □ Yes □ No

Comments: _____________________________________________________________________________________

Additional comments: _____________________________________________________________________________________

______________________________________________________________________________________________

Supervisor Signature: _______________________________ Date: ___________

Student Intern Signature: _______________________________ Date: ___________
Form DS-7002 Training/Internship Placement Plan

Download the DS-7002 form at this website: [http://www.state.gov/documents/organization/84240.pdf](http://www.state.gov/documents/organization/84240.pdf)

Please review these “tips” before completing the DS-7002 form. The supervisor of the Intern is a current UTEP faculty member in the host department or program who will oversee, mentor and evaluate the Intern. The supervisor also prepares the DS-7002 Training/Internship Placement Plan and assures that the plan is adhered to and updated as needed. Complete the sections ‘Participant Information’, ‘Site of Activity Information’ and ‘Training/Internship Placement Plan,’ then forward the document to the Intern.

### PARTICIPANT INFORMATION

**Trainee/Intern Name (Last, First, MI):** As it appears in the passport

Check one: **Trainee, Intern, Student Intern:** Check the “Student Intern” box

**Current Field of Study or Profession:** List the Intern’s current field of study at his or her home university

**If Professional, Number of Years Experience in Field:** Write “N/A”

**Type of Degree or Certificate:** Intern’s current level of study at home university (e.g., “masters”)

**Date Awarded (mm-dd-yyyy) or Expected:** Anticipated degree completion date

### SITE OF ACTIVITY INFORMATION

**Host Organization Name:** e.x., University of Texas at El Paso, Department of Chemistry

**Website:** Website of the UW department or program hosting the Intern

**DUNS Number:** Leave Blank

**Employee identification Number (EIN):** Write “74-6000813”

**Hours Per Week:** Must be minimum of 32 hours

### CONTRACT AGREEMENT

Once sections ‘Participant Information’, ‘Site of Activity Information’ and ‘Training/Internship Placement Plan’ are completed, forward this form to the Intern. The Intern reviews and signs the DS-7002 form and returns it via regular mail to the Supervisor.

The Supervisor signs and dates the DS-7002 form in the **Supervisor Signature** and **Date** fields.

**DO NOT SIGN IN THE SPONSOR SIGNATURE FIELD** – Leave it blank.

**Program Sponsor Name (At the bottom of page one):** University of Texas at El Paso

**Program Number (At the bottom of page one):** P-1-05162

### TRAINING/INTERNSHIP PLACEMENT PLAN

**Name of Phase:** Give the phase a name. A phase is a predetermined set of specific tasks and learning goals.

**End Date for this Phase:** The internship may consist of one phase, or multiple phases. Indicate begin and end dates for each phase of the internship.

**Phase ___ of ___:** Most interns will have just one phase. Complete and attach a separate copy of page two for each phase, as applicable. Each phase must build upon the previous phase to show a progression of learning challenges.

**Brief Description of Trainee/Intern’s Role for this Program or for this Phase:** Describe the main objectives of each “phase” of the internship. You are not describing what the intern will do for the department but what the department will do for the Intern.

**Specific Tasks and Activities to be Completed for this... Phase:** The internship may involve such activities as job-shadowing, on-the-job training, observation, department meetings, tests, research papers, seminars, and reviewing or writing training manuals, etc.

**Specific Goals and Objectives for this Program or for this Phase:** What does the Intern hope to learn in this phase?

**Knowledge, Skills, or Techniques to be Imparted During this Program or During this Phase:** How will the Intern learn it?

**Methods of Performance Evaluation and Methods of Supervision for this Program or for this Phase:** Direct supervision of the Intern is required—describes the means and extent of the supervision. Also, point out that performance evaluations will be in writing and provided at the conclusion of the program.