



BROWN

Office of International Student & Scholar Services

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J-1 Student Intern Request for Form DS-2019

The Student Intern category is available to international students currently enrolled in and pursuing a degree at a postsecondary academic institution outside of the United States. The U.S. internship must fulfill an educational objective for the degree program they are pursuing at the home institution. **This form is to be filled out and signed by both the department contact and the incoming Student Intern**

Student Intern Information

Date Submitted: _____

1. Student's name exactly as indicated on his/her passport

Family/Surname _____ Given/First _____

2. Date of Birth: (month)_____ (day)_____ (year)_____ 3. Gender: ☐ Male ☐ Female Other _____

4. City of Birth: _____ 5. Country of Birth: _____

6. Country of Citizenship: _____ 7. Country of Permanent Residency: _____

(If different from Country of Citizenship, must provide proof of this immigration status.)

8. Academic institution outside of the U.S. at which the Student is currently enrolled:

Name: _____ City and Country: _____

9. Current Degree Level: ☐ Undergraduate ☐ Graduate

10. Field of Study: _____ 11. Expected Date of Graduation: _____

12. Email Address: _____

Internship Information

13. Department: _____

14. Requested internship dates (cannot not exceed 12 months): Start Date: _____ End Date: _____

15. Faculty Sponsor: Last Name _____, First Name _____

Title: _____ Email: _____ Phone: _____

16. Subject/Field of Internship at Brown: _____

17. Briefly describe the primary education activity in which the Student Intern will engage: _____

18. Physical Address of on campus work location: _____
Street City State Zip

Funding Information

19. Source(s) of Financial Support (enter amount in U.S. Dollars and include currency conversion with all funding documentation)*:

Brown University \$ _____

Student Intern's Government (attach the award letter (with English translations)) \$ _____

Other Organization (specify) _____ \$ _____
(attach the award letter (with English translations))

Personal funds (attach a financial statement) \$ _____

Visa Specific Information

20. Has the Intern been in J status (including J-2) within the last 2 years? ☐ Yes ☐ No

If yes, please provide copies of previous DS-2019 forms

21. Has the Student Intern previously participated in a J-1 Intern program at this degree level? ☐ Yes ☐ No

(Note: students are only eligible to participate in one J-1 Student Intern program per degree level.)

22. Is the Intern currently in the U.S? ☐ Yes ☐ No

If yes, please indicate immigration status and provide copies of current immigration documents (i.e. DS-2019, I-20, EAD Card, I-797, etc.) _____

23. Does the Intern plan to bring dependents: ☐ Yes ☐ No

If yes, please complete the following and provide copies of the biographical page of passports for each dependent and any applicable marriage certificate.

Name (Last, First)	Gender & Relationship	Date of Birth	City and Country of Birth	Country of Citizenship	Country of Permanent Residence

****Health and accident insurance is mandatory for visitors and accompanying dependents. Student Interns must purchase health insurance coverage that meets the J-1 minimum requirements through Gallagher prior to arrival in the US. Proof of this coverage must be submitted with this request.**

****Financial Support Guidelines: For Exchange Visitor: \$2635/month. If family members will accompany visitor, please allow \$565 per month for spouse and \$398 per month per child.**

I hereby certify that this department supports the request to sponsor the above-mentioned individual as a J-1 Exchange Visitor. I also confirm that all the information provided in this form is true and accurate to the best of my knowledge.

Department Contact Name (person who filled out request form): _____

Department Contact Signature: _____ Date: _____

Box/Address: _____ Phone: _____

☐ E-mail for DS-2019 pick-up _____ ☐ Mail DS-2019 using address above

I confirm that all the information provided in this form is true and accurate to the best of my knowledge.

Student's Signature _____ Date: _____

Documents that must be attached with this request include:

1. Brown University invitation letter
2. Letter of enrollment and good standing from Student Intern's home institution
3. Memo of Understanding, if applicable
4. Letter from the Student Intern
5. Copy of Exchange Visitor's passport
6. Proof of funding
7. Copy of English Language Proficiency Verification form
8. Proof of Health Insurance Coverage through Gallagher Insurance
9. Copies of dependent documents, if applicable

Please see our website for instructions, templates and additional information.

<https://www.brown.edu/about/administration/international-student-and-scholar-services/scholars/j-1-student-intern/procedures-department-administrators>

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Training/Internship Placement Plan

Each Training/Internship Placement Plan should cover a definite period of time and should consist of definite phases of training or tasks performed with a specific objective for each phase. The plan must also contain information on how the trainee/intern will accomplish those objectives (i.e. classes. Individual instruction, shadowing, etc.) Each phase must build upon the previous phase to show a progression in the training/internship.

Will the internship consist of more than one phase?

☐ No, the internship will consist of a single phase ☐ Yes, The internship will consist of multiple phases

Phase # ____ **of** ____ **Start date of Phase:** _____ **End date of Phase:** _____

1. Please provide a brief description of the Intern's Role for this Program or this Phase:
2. What are the Specific Goals and Objectives for the Intern during this Phase:
3. Who will provide daily supervision of the Intern and what are their qualifications?
4. What plans are in places for the Intern to participate in American cultural activities? This is important to the spirit of the Exchange Visitor program. Please plan for activities to expose your Student Intern to American culture.
5. What are the specific skills, knowledge, or techniques that the Intern will learn?

6. How, specifically, will these skills, knowledge, or techniques be taught? Please include specific tasks and activities to be completed by the Intern during this phase.
7. What methods will be used to evaluate the Intern's performance? How will the Intern's acquisition of the new skills and competencies be measured during this phase? (**Note:** For internships lasting less than 6 months, a written evaluation must be submitted to OISSS by the completion of the internship. For internships lasting more than 6 months, a written evaluation must be submitted to OISSS at the mid-point and at the conclusion of the internship.)

I hereby certify that I support this request to sponsor and supervise a J-1 Student Intern. I have reviewed, understand, and will follow the above Training/Internship Placement Plan:

Faculty Sponsor's Printed Name: _____

Faculty Sponsor's Signature: _____ Date: _____

I hereby certify that this department supports this request to sponsor a J-1 Student Intern.

Department Chair's Printed Name: _____

Department Chair's Signature: _____ Date: _____