



Visa & Immigration Service Advising
1 Old Dominion University
Norfolk, VA 23529 USA
T: 757-683-4756, F: 757-683-5196
www.odu.edu/visa; intlstu@odu.edu

Exchange Visitor Packet

Departmental Request to Mentor J-1 Student Intern

Sponsoring Department Checklist

DOCUMENTS TO SUBMIT :

- **Proof of Language Proficiency:** Submit the approved English Proficiency Assessment Certificate. Please see page 2 for more details.
- **Financial Documentation:** Provide a letter from sponsor, home university, or government agency showing the amount of funds and period of time covered by the funds if the Exchange Visitor will not be funded by Old Dominion University or Old Dominion University Research Foundation. Interns alone should have available at least \$1,800 per month and funding should be shown in the total amount for the validity of the visa document.
- **Passport:** A copy of the student intern's passport identification page with expiration date.
- **CV or Résumé:** Include a copy of the student intern's CV or résumé.
- **Letter of Invitation:** Provide a letter on letterhead inviting the student intern; include the dates of the exchange as well as the objective(s) with a brief non-technical explanation of the research/activity that is to be completed. The letter of invitation should also stipulate that the student intern must possess sufficient English language proficiency, per the first bullet above.
- **Letter of Agreement:** Provide a letter on letterhead from the student intern's institution verifying enrollment, good academic standing and how the exchange will benefit the student's studies at the home institution and an acknowledgement of leave time for the visit.
- **DS-2019 Request Form:** Submit the attached DS-2019 Request Form and the above-mentioned documentation to VISA. PLEASE do not staple or clip any items together.

UPON RECEIVING DS 2019:

- **Documentation to Exchange Visitor:** The professor inviting the student intern will send the DS-2019 & DS-7002 documentation to the visitor so that s/he may apply for a visa at a U.S. consulate.
- **Arrival Updates:** The student intern must arrive by the begin date in section 3 on the DS-2019 or notify VISA via e-mail of the new arrival date before the begin date of the DS-2019. If the date is not amended, the record will automatically be invalidated by the Department of State and the student intern will be refused entry at the border.
- **Arrival Assistance:** The **inviting professor will assist the visitor with "settling in" and housing** after arrival.

SCHOLAR ARRIVAL:

- **Immigration Check-In & Employment Paperwork:** Contact VISA (intlstu@odu.edu) to make an appointment for check-in. The intern must be checked in at the VISA office within the first few business days after arrival in the U.S. so the proper documentation can be copied and the immigration (SEVIS) record can be updated to prevent automatic termination. Also, if applicable, employment paperwork will be completed with VISA.
- **Health Insurance:** Federal law requires that all J-1s and their dependents have and maintain health insurance at ALL times in the U.S. Student Interns should carefully review the information about the insurance included in their packet.

PROCESSING TIME AND FEE:

Processing Time: 3 Weeks

Processing Fee: \$50 charged to departmental budget

There is a \$50 processing fee for each initial DS-2019 and the maintenance of the scholar's immigration record; the fee must be received before processing of the request can be finalized. Payment may in the form of an inter-departmental transfer to 1IN30-3776 (to be initiated by the requesting department) or a personal/cashier's check from the requesting faculty member made out to "Old Dominion University".



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English Proficiency for Prospective J-1 Student Intern

J-1 regulations specify that all exchange visitors must have the ability to speak, understand, read and write the English language at an ability that will allow them to participate not only in their research but also in cultural and social exchanges outside their area of expertise. When the scholar makes his/her application for the visa at the U.S. consulate, an interview is conducted in English and, based on the applicant's ability, the officer has the right to deny the visa.

Acceptable English Proficiency Assessment Exams

In order to ensure the Exchange Visitor's understanding of day-to-day English conversation outside of the academic research, please submit one of the following:

Please note: These are the minimum scores that must be provided.

- Paper-based TOEFL (PBT): 500
- Internet-based TOEFL (iBT): 61
- IELTS (International English Language Testing System): 5.5
- PTE (Pearson's Test of English): 44
- CAE (Cambridge English-Advanced): Grade C
- CPE (Cambridge English-Proficient): C1

A prospective Exchange Visitor candidate may also submit:

- Bachelor's, Master's, or doctoral degree equivalent from an accredited institution in a country where English is the native language ([see list here](#));
- Evidence of citizenship of a country whose official language is English;
- A signed letter from a recognized U.S. academic institution or U.S. accredited English language school indicating prospective exchange visitor's level of English proficiency. The letter must be on the institution's official letterhead and
 - 1) dated within the last two years;
 - 2) state the dates when the potential scholar attended the institution or school; and
 - 3) affirm that the prospective exchange visitor achieved at least intermediate level skills.

If the exchange visitor does not have one of the test scores listed above, you may submit the DS-2019 request without the English Proficiency Requirement. The VISA office will schedule an interview for the scholar to assess English Proficiency.

PLEASE NOTE: These requirements are subject to change by VISA.



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Departmental Request for ODU Exchange J-1 Student Intern

Please allow three weeks for processing.

Student Intern's Information (TO BE COMPLETED BY DEPARTMENT)

Family Name: _____	First Name: _____
SEVIS ID # (if known): _____	Birth date: ____/____/____ (MM/DD/YYYY)
Gender: Male Female	City & Country of Birth: _____
Country of Citizenship _____	Country of Permanent Residence _____
Current Field of Study/Profession _____	Home Institution _____
Academic Level Bachelor's Master's Ph.D.	Date Degree Awarded or Expected _____
Current Address _____	
City _____	State/Province _____
Postal Code _____	Phone _____
	E-Mail: _____

Phase Information

Site Name _____	Site Address _____
Supervisor's Name _____	Supervisor's Title _____
Site Supervisor's Telephone Number _____	Site Supervisor's Email _____
Start date (mm/dd/yyyy) ____/____/____	End date (mm/dd/yyyy) ____/____/____
Exchange Visitor hours per week _____ (minimum 32 hours per week)	
Compensation Stipend Yes No If Yes, how much? _____	

Phase Information: Training Placement Plan

Description of student intern role for this program or for this phase (there can be more than one phase):

Specific goals and objectives for this program or phase:

Please list the names and titles of **ALL** those who will provide continuous (daily) supervision of the intern, including the primary supervisor, along with the qualifications of these individuals to mentor:

What plans are in place for the trainee/intern to participate in cultural activities while in the United States?



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Phase Information: Training Placement Plan Continuation

What specific knowledge, skills, or techniques will be learned?

How specifically will these knowledge, skills, or techniques be taught? Include specific tasks and activities (Interns) and/ or methodology of training and chronology/syllabus (Trainees).

How will the Trainee/Intern's acquisition of new skills and competencies be measured?

Additional remarks regarding internship/phase (optional)

Requirements for Responsible Faculty Member (INITIAL EACH STATEMENT)

_____ I certify that I have read the attached description and, to the best of my knowledge, can verify that the above information and the items below are accurate. I accept responsibility for reporting to VISA should the student intern depart or be terminated from the University.

_____ I agree that to conduct a concluding evaluation. If the internship program is longer than six months, I agree to conduct both a midpoint and a concluding evaluation.

_____ I agree to submit a copy of **all** evaluations to VISA, who must retain these evaluations for three years following completion of the student's internship program.

_____ I have read the Sponsoring Department Checklist—on the first page of this application—and understand that each of the items must be followed to ensure that the student intern's visa status is maintained and that the University can comply with federal law.

_____ I understand that as an inviting faculty, I will assist the intern with "settling in" and housing after arrival.

Responsible Faculty Member (individual with whom the student intern will be working)

In signing below, I verify my understanding of the responsibilities and requirements as the faculty member supervising the J-1 Student Intern named on this form.

Signature _____ Name _____ Date _____

Phone _____ E-Mail _____ Department _____

Department Head (individual to whom the Responsible Faculty Member reports)

In signing below, I verify my understanding of the responsibilities and requirements as the head of the inviting department.

Signature _____ Name _____ Date _____

Phone _____ E-Mail _____

Dean of College

In signing below, I agree for the student intern to conduct training at ODU.

Signature _____ Name _____ Date _____

Phone _____ E-Mail _____