



## Request for Immigration Document—DS-2019 J-1 Student Intern

Please type all information in the form. **NOTE: Do not** send this form to the prospective student intern. Please collect the required information through CV/resume or follow-up correspondence.

This form must be accompanied by the following documents:

- Internship Data and Department Certification Form
- Home Institution Certification form
- Copy of invitation letter
- Copy of student intern's CV/resume
- Copy of student intern's passport
- Proof of financial support for the student intern
- Proof of English language proficiency

### Section 1: Student Intern Biographical Information

Information must match passport.

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Birth Date (mm/dd/yyyy): \_\_\_\_\_ Male  Female

Birth City: \_\_\_\_\_ Birth Country: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_

Country of Legal Residence: \_\_\_\_\_

Email: \_\_\_\_\_

Purpose of this request (Please choose only one):  original  extension

If the student intern has previously been in J-1 status in the United States, at Binghamton or elsewhere, please provide the following information:

J category (e.g. student, scholar, professor): \_\_\_\_\_

Name of US College or University: \_\_\_\_\_

Start Date of Stay (mm/dd/yyyy): \_\_\_\_\_

End Date of Stay (mm/dd/yyyy): \_\_\_\_\_

Current U.S. address, if applicable: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address abroad to which visitor will return: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Occupation in country of permanent legal residence. Please check one:

Undergraduate Student      Name of Institution: \_\_\_\_\_

Graduate Student      Name of Institution: \_\_\_\_\_

## **Section 2: Internship Information**

Field of specialization intern will engage in at Binghamton University (Please be as specific as possible [e.g. Chemistry Department—electro analytical chemistry]):  
\_\_\_\_\_

Dates of internship (**Start date is the date by which the intern must enter the United States**):

From (mm/dd/yyyy): \_\_\_\_\_ To (mm/dd/yyyy): \_\_\_\_\_

## **Section 3: Dependent Information**

If the student intern will be accompanied by their spouse or children, include their information below and provide a copy of each dependent's passport biographical page as well as additional financial documentation for dependent living expenses.

	Dependent 1	Dependent 2
Last Name		
First, middle names		
Relationship (spouse or child)		
Gender		
Date of birth		
City of birth		
Country of birth		
Country of citizenship		
Country of permanent residence		
Expected arrival date		

## Section 4: English Language Proficiency

The U.S. Department of State requires that “[the] exchange visitor possesses sufficient proficiency in the English language, as determined by an objective measurement of English language proficiency, successfully to participate in his or her program and to function on a day-to-day basis.” [22 CFR 62.10(a)(2)]

<b>Check One:</b>	<b>Please indicate how your department has certified English language proficiency for the prospective exchange visitor:</b>	
<input type="checkbox"/>	<b>Certification by a recognized English language test</b>	<b>Attach copy of certified test score</b>
<input type="checkbox"/>	<b>Certification by an academic institution or English language school</b>	<b>Attach copy of official letter that:</b> <ul style="list-style-type: none"><li>• Verifies the exchange visitor possesses English language proficiency high enough to function daily within the Binghamton University position and within the local U.S. community</li><li>• Is written in English within the past 12 months</li><li>• Is printed on official letterhead and includes a signature from a school official</li></ul>
<input type="checkbox"/>	<b>Certification by the sponsoring professor (a signature is required in the right column)</b>	<p>Name and Title of Interviewer: _____ _____</p> <p>Date of Interview (mm/dd/yyyy): _____/_____/_____</p> <p>Duration of Interview: _____ minutes</p> <p>The interview was conducted...</p> <p><input type="checkbox"/> in person</p> <p><input type="checkbox"/> by videoconference</p> <p><input type="checkbox"/> by phone</p> <p>Interview notes (<b>required</b>): _____</p> <p>I declare under penalty of perjury that I have interviewed the prospective exchange visitor, and I have verified that the individual's English language proficiency is sufficient to function daily within their position and within the local U.S. community</p> <p>Signature: _____ Date: _____</p>

## Section 5: Financial Information

Official documentation of funding other than university support must accompany request form.

Source	Amount
Binghamton University: State Payroll	
Binghamton University: Research Foundation	
Other: _____	
Other: _____	
Personal Funds	

Will your department charge a fee to this student intern to be affiliated with you?

Yes  No

If yes, what is the amount? \$ \_\_\_\_\_

ISSS charges a \$95 administrative fee to be paid by the department for all J-1 student interns. Charges will also be added for monthly required health insurance. Choose one of the following:

Charge payment to IFR account \_\_\_\_\_

Fee will be paid from a Research Foundation account. Email invoice to \_\_\_\_\_

## Section 6: Dean's Office Approval

All signatures are required.

### Faculty member who will be supervising the student intern

Name (print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Email: \_\_\_\_\_

### Approval of Dean, Vice President, or Designee

Name (print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact for DS-2019 pick-up:

Name: \_\_\_\_\_ Phone/Email: \_\_\_\_\_