



**THE UNIVERSITY OF ALABAMA**  
 CAPSTONE INTERNATIONAL SERVICES  
 105 B.B. Comer Hall | Box 870254 | Tuscaloosa, AL 35487-0254  
 TEL: 205-348-5402 | FAX: 205-348-5406  
 EMAIL: [INTERNATIONAL@UA.EDU](mailto:INTERNATIONAL@UA.EDU)  
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# J-1 Student Intern Application Packet

## J-1 Student Intern Program: Description and Administration

This category allows international students currently enrolled and pursuing a degree at a postsecondary academic institution outside the United States to participate in student internship programs for up to 12 months (limited to just 12 months of internship per degree level). Departments planning to host J-1 Interns are responsible for developing an internship plan, evaluating intern participation, and supporting the intern through faculty mentorship and other assistance, such as locating suitable accommodations. Capstone International Services, designated by the University and the U.S. Department of State as administrators of the University's J-1 program, will assist departments and interns in producing the immigration paperwork (form DS-2019) required for the intern's visa, admittance to the U.S., and maintenance of valid immigration status.

## J-1 Student Intern Program Requirements and Prohibitions

The Department of State has established the following requirements for participation in the J-1 Intern program:

- The internship must consist of a minimum of 32 hours per week of internship activity, no more than 20 percent of which consists of clerical work.
- The internship must fulfill the educational objectives for the intern's current degree program at his/her home institution. It must expose the participant to U.S. techniques, methodologies, and technology; and it must expand upon the intern's existing knowledge and skills and not duplicate the student intern's prior experience.
- A student intern may be paid or unpaid. To be employed, however, the student intern must receive approval from his/her home institution's dean or academic advisor.
- The internship must not place the intern in any position that involves any of the following: unskilled or casual labor; child care or elder care; aviation; clinical positions or any other kind of work involving patient care or contact, including therapy, medication, or other clinical or medical care (e.g., sports or physical therapy, psychological counseling, nursing, dentistry, veterinary medicine, social work, speech therapy, or early childhood education); or any "position, occupation, or business that could bring the Exchange Visitor Program or the Department [of State] into notoriety or disrepute." [22 CFR § 62.23(i)(7)(iii)]
- The internship cannot serve to fill a labor need. It must exist solely to assist the student intern in achieving the objectives of his or her participation in a student internship program. The internship must consist of work-based learning, rather than ordinary employment or unskilled labor.
- The internship cannot displace American workers, whether full- or part-time, temporary or permanent.
- If in the field of agriculture, the internship must meet all requirements of the Fair Labor Standards Act and the Migrant and Seasonal Agricultural Worker Protection Act.

## Financial Support Required

Host departments must verify that the student intern and any accompanying dependents will have sufficient funding for the entire length of stay. The minimum amount of financial support for an intern is \$1200 per month, plus \$500 per month for each accompanying J-2 dependent spouse or child. The internship may be paid or unpaid. If the department will pay the intern a salary or stipend, then the amount of financial support should be noted in the letter of invitation. If the internship will be unpaid, then the intern must submit evidence of financial support in the form of a bank statement or a sponsor letter.

<b>Estimated Costs of Living Expenses (Based on Living Expenses for one person)*</b>		
<b>Expense</b>	<b>MONTHLY</b>	<b>ANNUAL TOTAL</b>
Housing (1 or 2 bedroom apartment)	\$600 - \$800	\$7200 - \$9600
Utilities (Electricity, Water, Sewer, Garbage)	\$115 - \$250	\$1380 - \$3000
Phone/Cell Phone	\$30 - \$60	\$360 - \$720
Groceries	\$300 - \$400	\$3600 - \$4800
Health Insurance	\$60 - \$106	\$720 - \$1272
Personal Expenses (Bus, Clothing, Entertainment, etc.)	\$95 - \$150	\$1140 - \$1800
<b>TOTAL</b>	<b>\$1200 - \$1766</b>	<b>\$14,400 - \$21,192</b>

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## SEVIS Fee and Visa Fees

Prospective J-1 interns are required to pay certain fees, described below, in order to obtain their J-1 visas\* and enter the United States. Either the intern or the department may pay these fees.

**SEVIS Fee:** The U.S. Department of Homeland Security charges all new J-1 interns a \$180 fee to cover the costs of the Student and Exchange Visitor Information System (SEVIS), a central database that manages information related to visitors' immigration status while in the United States. The Capstone International Services, when sending the DS-2019 form, will provide prospective J-1 visitors with instructions on how to pay the SEVIS fee.

**Visa Fees:** In addition to the SEVIS fee, the prospective intern must pay certain visa fees. Please see the Department of State web site for more information on fee amounts: [http://travel.state.gov/visa/temp/types/types\\_1263.html](http://travel.state.gov/visa/temp/types/types_1263.html). In addition, if the visa is issued, the intern may have to pay a further visa issuance reciprocity fee, if applicable. Prospective interns can consult the following web site to determine if they must pay a visa issuance reciprocity fee and the fee amount: [http://travel.state.gov/visa/fees/fees\\_3272.html](http://travel.state.gov/visa/fees/fees_3272.html). Interns should consult the web site of the particular embassy or consulate where they plan to apply for their J-1 visa for information on how to pay their visa fees: <http://www.usembassy.gov/>.

## Health/Medical Insurance Requirement

Federal regulations require J-1 interns to maintain the following minimum level of health insurance for themselves and any J-2 dependents for the duration of their stay in the United States:

1. Medical benefits of at least \$50,000 per accident or illness
2. Repatriation of remains in the amount of \$7,500
3. Coverage for medical evacuation of the exchange visitor to his/her home country in the amount of \$10,000
4. A deductible which does not exceed \$500 per accident or illness.

Interns must provide proof of health insurance for themselves and any family members when they first arrive and report to Capstone International Services, and again if they later apply for an extension of their J-1 status. The interns may purchase any plan that provides the minimum level of coverage listed above, or they may purchase a comprehensive insurance plan especially designed for The University of Alabama's international students and scholars.

## Mandatory Evaluation of J-1 Interns

Department of State regulations require that an evaluation be completed for each J-1 Student Intern at the end of his/her internship. Those internships which last longer than 6 months also require at least one additional mid-program evaluation, to be undertaken at the mid-point of the program. (The J-1 Student Intern Evaluation Form is on page 7 of this packet).

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\* Please note: Canadian citizens must pay the SEVIS fee, but are not required to obtain a J-1 entry visa.

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## APPLICATION STEPS

### Step 1: Instructions for the Student Intern Applicant

The J-1 Student Intern Applicant should complete Sections 1, 2, and 3 of the Application for J-1 Student Intern and sign the statement at the end of Section 3. Once the J-1 Student Intern Applicant has completed Sections 1, 2 and 3, he/she should submit the form and supporting documents directly to The University of Alabama department which will host him/her.

In addition to Sections 1, 2, and 3 of this form, the J-1 Student Intern Applicant should submit the following materials to his/her host department:

- A copy/scan of the J-1 Student Intern Applicant's main passport information page.
- A letter from an English language instructor at the intern's institution or an English language school verifying that the intern has sufficient language skills to "function on a day-to-day basis in the internship environment." Alternatively, the intern can provide evidence of passing a recognized language test, such as the TOEFL or IELTS. The minimum TOEFL score required on the written test is 550 and on the internet-based test (iBT) is 80. The minimum IELTS score is 6.5.
- If the intern will be paid by The University of Alabama, then the intern must submit a letter from the dean or academic advisor from his/her home institution which authorizes the employment.
- If the intern will not be paid by The University of Alabama, the J-1 Student Intern Applicant must submit proof of adequate financial support and provide copies to Capstone International Services. The amount should be at least \$1200/month for the J-1 Student Intern Applicant and \$500/month for each for a dependent J-2 spouse or child(ren).

### Step 2: Instructions for the Department

After receiving all documents from the J-1 Applicant, the department should complete Section 4 and submit the entire Application for J-1 Student Intern (Sections 1, 2, 3, and 4) along with any accompanying financial documentation and passport copies to Capstone International Services.

In addition to this form, departments are required to provide the following materials:

- An invitation letter on department letterhead, inviting the J-1 Student Intern to come to UA as visiting student intern.
- A Training/Internship Placement Plan (DS-7002) for each intern. A fillable version of this form is available at <http://www.state.gov/documents/organization/84240.pdf>, and a sample of the form can be found on pages 11 - 14 of this packet. Department should complete the DS-7002 form and sign under "Supervisor's Signature", but leave "Sponsor's Signature" and "Program Number" blank. Capstone International Services will complete that portion of the DS-7002. Capstone International Services will send the form to the J-1 Student Intern with the other visa support documents. The J-1 Student Intern will need this form when he/she applies for his/her visa.

Please submit all of the requested information. Capstone International Services must have these materials in order to process your request for your prospective intern's immigration documents.

Besides this request to host a student intern, departments must complete the Visiting Scholar Form and submit it to Carolyn Boshell, [cmboshel@aalaa.u.edu](mailto:cmboshel@aalaa.u.edu), in Academic Affairs for Approval: <http://is.ua.edu/wp-content/uploads/2012/07/Visiting-Scholar-Form.pdf>. Additionally, in order to give the visiting student intern access to UA Libraries and other campus facilities, departments must complete a Personnel Action Form with Human Resources - <http://hr.ua.edu/payroll/banner-pa-form.xls>. If the visiting student intern will not be paid, list the salary as 0.

### Step 3: Capstone International Services

After receiving all documents from the J-1 Applicant and Department as well as the supporting documents, Capstone International Services will process the DS-2019 Forms for the J-1 Student Intern and for all J-2 Dependents in the US Citizenship and Immigration Services SEVIS Database (Student and Exchange Visitor Information System).

Along with the DS-2019(s), Capstone International Services will prepare a packet for the J-1 Student Intern Applicant which will include an invitation letter and information about: the J-1 Exchange Visitor Program, paying the SEVIS fee, obtaining the J-1 Visa, travel to the United States, and general information about The University of Alabama and Tuscaloosa, Alabama.

### Processing Time - Plan 2 Months in Advance

After submission of the complete J-1 Student Intern Application, please allow at least 1 week for Capstone International Services to process and prepare all supporting J-1 Visa documents.

Overall processing time for the student intern to obtain a J-1 visa and arrive in the US is a minimum of at least 8 weeks (more if there are delays due to Technology Alert List or background checks).



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**J-1 Student Intern  
 Application  
 FOR APPLICANT:  
 SECTIONS 1, 2, & 3**

**SECTIONS 1, 2, & 3 TO BE COMPLETED BY J-1 STUDENT INTERN APPLICANT AND SUBMITTED TO HOST DEPARTMENT WITH REQUIRED DOCUMENTATION. BE SURE TO TYPE OR PRINT CLEARLY.**

**SECTION 1: J-1 STUDENT INTERN DEMOGRAPHIC INFORMATION**

**NAME AND RESIDENCE INFORMATION:**

Full Name (as in passport): \_\_\_\_\_  
 Family/ Last Name (Surname)                      Given Name (First)                      Middle Name (if any)

Date of Birth (month/ day/ year): \_\_\_\_\_ Gender :  male       female

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

Country of Citizenship: \_\_\_\_\_ Country of Legal Permanent Residence: \_\_\_\_\_

**EDUCATION INFORMATION**

Are you currently enrolled as a student at a university or college outside of the United States?:  Yes or  No

Which degree are you currently pursuing?:  Bachelor's Degree;  Master's Degree;  Doctoral Degree;  Other: \_\_\_\_\_

What is your academic field of study?: \_\_\_\_\_

What is the name and location of your institution?: \_\_\_\_\_

**CONTACT INFORMATION:**

Address in Home Country: \_\_\_\_\_  
 \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**IF CURRENTLY IN THE UNITED STATES:**

Current Immigration Status: \_\_\_\_\_ Expiration Date of Current Status (Month/ Day/ Year): \_\_\_\_\_

Document which validates your visa status (Please Include Copy of Document):  I-797 Approval Notice,  DS-2019,  I-20,  I-94

If currently in J-1 Status, in which category are you? (Please Include Copy of Current DS-2019):  
 Professor,  Research Scholar,  Short-term Scholar,  Student/Intern,  Specialist,  Other

Start date of current J-1 Status (Month/ Day/ Year): \_\_\_\_\_ through (Month/ Day/ Year): \_\_\_\_\_

Program Sponsor (name/program number found on line 2 of DS-2019): \_\_\_\_\_

**TRAVEL PLANS PRIOR TO START OF J-1 WITH UA:**

Do you plan to travel in the US before or after your UA program, or will you be coming to the US for an additional purpose or program? If so, please briefly describe your plans in the space to the right. Depending on your plans, you may require additional immigration documentation or advice.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SECTION 2: DEPENDENT FAMILY INFORMATION (FOR SPOUSE AND CHILDREN'S J-2 DS-2019)**

IF YOU REQUIRE DOCUMENTS FOR YOUR SPOUSE OR DEPENDENT CHILDREN, PLEASE COMPLETE THIS SECTION.

**FAMILY FINANCIAL SUPPORT:** To bring a spouse or any children, a J-1 Student Intern must show financial support above the minimum of \$14,400 per year (\$1200/ month). Financial Support of \$6000 per year (\$500/ month) must be shown for each J-2 dependent - spouse and child(ren).

**IMPORTANT NOTES:**

- DS-2019 documents can be issued only to a dependent spouse and to unmarried, dependent children under 21 years of age. Married children and children over 21 years old cannot be issued a J-2 DS-2019 and cannot hold J-2 status.
- The Dept of State requires that the J-1 and J-2 DS-2019s be issued at the same time, prior to the J-1's visa appointment at a US Embassy or Consulate.

<b>Spouse's Information</b>	Full Name of Spouse: _____		
	Family/Last Name (Surname)	Given Name (First)	Middle Name (if any)
	City of Birth: _____		Country of Birth: _____
	Country of Citizenship: _____		Country of Permanent Residence _____
Date of Birth: (month/ day/ year): _____		Spouse's Gender : <input type="checkbox"/> male <input type="checkbox"/> female	

<b>Child's Information</b>	Full Name of Child (required): _____		
	Family/Last Name (Surname)	Given Name (First)	Middle Name (if any)
	City of Birth: _____		Country of Birth: _____
	Country of Citizenship: _____		Country of Permanent Residence _____
Date of Birth: (month/ day/ year): _____		Child's Gender : <input type="checkbox"/> male <input type="checkbox"/> female	

For additional children, please copy this section and submit as a separate page with the above requested information.

**SECTION 3: FINANCIAL INFORMATION**

If self-funded or externally funded, the minimum funding requirement for a student intern is \$1200 per month (\$14,400 per year) and \$500 per month (\$6000 per year) for each accompanying dependent. Funding must be arranged prior to issuance of a DS-2019 form. No additional funding from The University of Alabama should be expected after arrival.

If funds are from an organization, grant, or government support, please attach a signed copy of any letters of award or sponsorship. If on personal funds, please attach a bank statement not more than 6 months old. **Proof of funding must accompany this form.**

SOURCES OF FUNDS	NAME OF SOURCE OF FUNDING	ASSURED SUPPORT (IN US DOLLARS)
1. The University of Alabama		\$
2. International Organization		\$
3. Scholar's Government		\$
4. Personal/Family Funds		\$
5. Other Source		\$

**REQUIRED DOCUMENTATION TO BE SUBMITTED WITH THIS FORM**

- Copy/Scan of Passport Identification Pages (For yourself and any accompanying dependents)
- Copy/Scan of Proof of Financial Support or Bank Statement (if not being funded by The University of Alabama) or letter from dean or academic advisor at home institution authorizing employment at The University of Alabama (if paid by UA)
- Copy/Scan of Proof of English Language Proficiency (either letter from English language instructor, TOEFL Score, or IELTS Score)

**NOTE: If currently inside the United States, please include copy/Scan of current/ most recent Visa Stamp, I-94 Card, and current/previous DS-2019's, I-20's, I-797 Approval Notices (for yourself and any accompanying dependents).**

**I certify that the above information is correct and complete, and that I shall notify the University of any change in my personal information or internship plans.**

Intern's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ month \_\_\_\_\_ day \_\_\_\_\_ year



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**J-1 Student Intern  
 Application  
 FOR DEPARTMENT:  
 SECTION 4**

**SECTION 4: DEPARTMENTAL APPROVAL FOR J-1 STUDENT INTERN SPONSORSHIP  
 TO BE COMPLETED BY THE UNIVERSITY OF ALABAMA HOST DEPARTMENT**

Name of J-1 Student Intern: \_\_\_\_\_

Dates of Intended J-1 Sponsorship: \_\_\_\_\_ through \_\_\_\_\_  
month day year month day year

Title of Intern's Position at The University of Alabama: \_\_\_\_\_

Description of Duties: \_\_\_\_\_

UA Academic Department: \_\_\_\_\_

Faculty Sponsor's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Administrative Contact/ Office Manager: \_\_\_\_\_

Administrative Contact Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**By signing below, we attest that we will comply with the following departmental/college responsibilities in hosting a J-1 Intern:**

1. The department acknowledges and agrees to conform to the J-1 program requirements and prohibitions established by federal law 22 CFR § 62.23 (please see page 1 of this packet).
2. **The department will have the intern make an appointment to check in with Capstone International Services by the first day of their appointment** so that Capstone International Services can fulfill the government's reporting requirements.
3. If an extension of program is necessary, the department will provide an updated appointment letter, proof of any additional funding, and a completed J-1 Student Intern Evaluation Form **at least two weeks prior to the current program end date.**
4. If the intern does not come to The University of Alabama as expected or will be delayed in arriving, the department will inform the Capstone International Services as soon as possible so that his or her documents can be updated.
5. If the intern ends his or her participation in the program more than 30 days earlier than the expected appointment date, the department will inform Capstone International Services so that his or her immigration record can be updated as required by law.
6. Upon completion or termination of appointment, the department will inform Capstone International Services of the intern's departure date by either email or formal letter.
7. After the completion of the internship program, the department **will provide Capstone International Services with an evaluation of the intern's participation** (please see page 7 of this packet). Programs lasting more than six months must include a mid-term and final evaluation.
8. The department understands that Capstone International Services does not provide assistance in making housing arrangements.

**Required Signatures:**

Faculty Sponsor: \_\_\_\_\_ Date: \_\_\_\_\_

Dept. Chair/ Dean: \_\_\_\_\_ Date: \_\_\_\_\_

**MAILING PREFERENCES**

- Department picks up and sends the J-1 DS-2019 form and appointment/invitation letter.
- CIS sends the J-1 DS-2019 form (please provide Fed Ex, UPS, or DHL account number: \_\_\_\_\_)
- Check here if you are providing the original appointment/invitation letter for CIS to send with the form.

Besides this request to host a student intern, departments must complete the Visiting Scholar Form and submit it to Carolyn Boshell, [cmboshel@alan.ua.edu](mailto:cmboshel@alan.ua.edu), in Academic Affairs for Approval: <http://is.ua.edu/wp-content/uploads/2012/07/Visiting-Scholar-Form.pdf>. Additionally, in order to give the visiting student intern access to UA Libraries and other campus facilities, departments must complete a Personnel Action Form with Human Resources - <http://hr.ua.edu/payroll/banner-pa-form.xls>. If the visiting student intern will not be paid, list the salary as 0.



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## J-1 Student Intern Mandatory Program Evaluation Form

In accordance with US Department of State Regulations, the hosting professor of a University of Alabama J-1 Student Intern must provide an evaluation of the Intern's progress and performance. J-1 Student Intern Evaluations must be completed at the end of the internship, and those internships which last longer than 6 months also require at least one additional mid-program evaluation (to be undertaken at the mid-point of the program). The sponsoring department must retain J-1 Student Intern evaluations for at least 3 years following the completion of each intern's program. A copy of each evaluation must be submitted to Capstone International Services (either electronic or hard copy).

To process an extension of an internship, a completed intern evaluation must be submitted with the request for program extension. Extensions will not be granted to interns whose program evaluations have not been submitted. Capstone International Services will not process any requests for new J-1 Student Interns for professors who have not submitted evaluations for interns under their current or past supervision.

**Instructions:** The professor/supervisor should complete Section 1 and the J-1 student intern should complete Section 2 of the form below; evaluation forms must be signed both by the professor/supervisor and the J-1 Student Intern. Please return to CIS, [international@ua.edu](mailto:international@ua.edu).

### SECTION 1: TO BE COMPLETED BY THE HOST PROFESSOR

Intern's Name: \_\_\_\_\_

Professor's Name: \_\_\_\_\_

Professor's Title: \_\_\_\_\_ Academic Department: \_\_\_\_\_

Type of Evaluation (Check one):  Mid-Program Evaluation  End-of-Program Evaluation

1. Please evaluate intern's performance on tasks outlined in Training Plan:  Excellent  Above Average  Average  Below Average

Comments: \_\_\_\_\_  
\_\_\_\_\_

2. Were there any problem areas that should be addressed to improve the experience of future interns?  Yes  No

If yes, please comment: \_\_\_\_\_  
\_\_\_\_\_

3. How would you rate the overall training program and its benefits? :  Excellent  Above Average  Average  Below Average

Comments: \_\_\_\_\_  
\_\_\_\_\_

Professor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### SECTION 2: TO BE COMPLETED BY J-1 STUDENT INTERN

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

1. How would you rate the overall training program and its benefits to you?  Excellent  Above Average  Average  Below Average

Comments: \_\_\_\_\_  
\_\_\_\_\_

2. How will this internship experience be of value to your academic program in your home country upon your return?  
\_\_\_\_\_  
\_\_\_\_\_

3. Other comments: \_\_\_\_\_  
\_\_\_\_\_

I hereby certify that I have read Section 1 of the Student Intern Evaluation, which was completed by my Sponsoring Professor.

Intern's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TEMPLATE FOR INVITATION/APPOINTMENT LETTER FOR SELF-FUNDED INTERNS**

**[PLEASE PRINT ON DEPARTMENTAL LETTERHEAD]**

J-1 INTERN'S NAME

J-1 INTERN'S ADDRESS

DATE

Dear J-1 INTERN'S NAME:

I am pleased to invite you to participate in an internship with the DEPARTMENT NAME in the SCHOOL/COLLEGE NAME at The University of Alabama.

Under the terms of our agreement to host you during your internship, you will be sponsored to conduct research as a J-1 Student Intern for the duration of LENGTH OF SERVICE, from SEPTEMBER 1, 2012 until AUGUST 31, 2013.

During your period of research, your faculty sponsor and contact at The University of Alabama will be SUPERVISOR'S NAME AND TITLE.

As part of our commitment to host you, the DEPARTMENT NAME will give you office space and a computer to carry out your research, an university computer account, access to the university library and its research databases, and access to all standard administrative services. You will be responsible for all of your personal expenses during your stay at The University of Alabama, including for transportation, housing, meals, and medical insurance.

We look forward to your arrival. Please keep us informed as you make your plans to arrive at The University of Alabama, and feel free to contact me if you have any further questions.

Sincerely,

DEPARTMENT CHAIR





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## Technology Alert List & Visa Delays

### TECHNOLOGY ALERT LISTS & VISA DELAYS

Student Interns who will conduct research or teach in fields (primarily sciences, engineering, and technology) that are related to the fields on the Technology Alert List (TAL) can expect lengthy delays for their visa issuance. While the current version of the Technology Alert List is not available to the public, an older version of the Technology Alert List gives a list of 15 categories that are subject to clearance, which provides helpful guidance in preparation.

It is important to note that a scholar does not have to be conducting research in a field that is on this list to be subject to TAL clearance. If the Consular Officer feels that the field of research or teaching is possibly related to one of the 15 fields below, the scholar will have to provide additional information to obtain TAL clearance prior to issuance of a visa. It is important that departments in the science, engineering, and technology fields help their student interns by providing an additional support letter to clarify what the intern's research area is and whether or not it relates to any of the fields on the TAL list below. A sample TAL support letter is provided on the following page.

### TECHNOLOGY ALERT LIST FIELDS (FROM DOS cable 2002 State 147566 - October 18, 2002)

- A. Conventional Munitions** – including weaponry, countermeasures systems, and detection
- B. Nuclear Technology** – including peaceful and military applications and theoretical usage
- C. Rocket Systems** – including ballistic missile systems, space launch vehicles, and sounding rockets
- D. Rocket System and Unmanned Air Vehicle (UAV) Subsystems** – propulsion technologies, aerospace thermal and high-performance structures, superalloys
- E. Navigation, Avionics and Flight Control Useable In Rocket Systems and Unmanned Air Vehicles (UAV)** – internal navigation systems, tracking and homing devices, accelerometers, gyroscopes, flight control systems, GPS
- F. Chemical, Biotechnology and Biomedical Engineering** – including many dual-use technology in areas such as: aerobiology, biochemistry, pharmacology, immunology, virology, bacteriology, mycology, microbiology, pathology, toxicology, genetic engineering, pathogenecity research, organo-phosphate chemistry, neurochemistry, chemical engineering, neurology, immunology, etc.
- G. Remote Sensing, Imaging and Reconnaissance** – including work with satellite and aircraft remote sensing equipment that can be used for civilian imagery projects or for military/intelligence reconnaissance activities
- H. Advanced Computer/Microelectronic Technology** – including supercomputing, data fusion, acoustic wave devices, hybrid computing, superconductivity, etc.
- I. Materials Technology** – work with metallic, ceramic, composite, and synthetic materials
- J. Information Security** – technology related to cryptography and cryptographic systems
- K. Laser and Directed Energy Systems Technology** – lasers, optical tracking, directed and kinetic energy technology
- L. Sensors and Sensor Technology** – marine acoustics, optical sensors, magnetometers, image intensification devices
- M. Marine Technology** – tech associated with submarines, propulsion systems, navigation, and quieting systems
- N. Robotics** – tech associated with AI, automation, computer-controlled machine tools, pattern recognition tech
- O. Urban Planning** – architecture, civil engineering, community development, environmental planning, geography, housing, landscape architecture, land use and comprehensive planning, urban design

# TECHNOLOGY ALERT LIST LETTER

FOR STUDENTS IN SCIENCE, ENGINEERING OR TECH FIELDS

[PLEASE PRINT ON DEPARTMENTAL LETTERHEAD]

Dear Consular Officer:

I write on behalf of The University of Alabama regarding STUDENT INTERN'S NAME, who has been invited by the DEPARTMENT'S NAME to participate in a supervised internship. I am a professor and the Department Chair of the DEPARTMENT NAME, having been employed at The University of Alabama for \_\_\_ years.

STUDENT INTERN'S NAME is scheduled to begin an internship in our department on DATE. HIS/HER duties will include LIST SPECIFIC INTERNSHIP FOCUS.

STUDENT INTERN'S NAME's area of focus at HIS/HER home institution is in FIELD OF EXPERTISE, and HE/SHE will conduct research related to that field.

Neither STUDENT INTERN'S NAME's research nor HIS/HER field of study are found on the Critical Fields List of the Technology Alert List, and HIS/HER work will not involve matters of national security. As the State Department has recognized, information in the public domain (*e.g.*, widely available to the public), and information presented in an academic course or intended for publication generally is not controlled for U.S. technology transfer control purposes.

We respectfully request that STUDENT INTERN'S NAME's visa application be reviewed as expeditiously as possible and that a J-1 visa be granted.

Please contact me at EMAIL ADDRESS AND/OR PHONE NUMBER should you have any questions or require additional information.

Sincerely,

DEPARTMENT CHAIR



### TRAINING/INTERNSHIP PLACEMENT PLAN

#### SECTION 1: PARTICIPANT INFORMATION

Trainee/Intern Name (Family Name, First Name, Middle Name) <b>INTERN'S NAME</b>		E-mail Address <b>INTERN'S EMAIL ADDRESS</b>
Select One: <b>Student Intern</b>	Current Field of Study or Profession <b>INTERN'S MAJOR</b>	If Professional, Number of Years Experience in Field <b>N/A</b>
Type of Degree or Certificate <b>INTERN'S DEGREE LEVEL</b>	Date Awarded (mm-dd-yyyy) or Expected	Training/Internship Dates (mm-dd-yyyy) From _____ To _____

#### SECTION 2: SITE OF ACTIVITY INFORMATION

Name of Supervisor (Last, First, MI) <b>PI or HOST PROFESSOR</b>		Title	
E-mail Address		Telephone Number	
Host Organization Name <b>UNIVERSITY OF ALABAMA, (HOST DEPARTMENT)</b>		Street Address of Training/Internship Site <b>HOST DEPARTMENT ADDRESS</b>	
City <b>Tuscaloosa</b>	State <b>AL</b>	ZIP Code <b>35487</b>	Website <b>HOST DEPARTMENT WEBSITE</b>
Employer ID Number (EIN) <b>63-6001138</b>	Hours Per Week <b>38.75</b>	Will Trainee/Intern receive a stipend? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, how much? _____ per _____	
Does your organization have a Worker's Compensation (WC) policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If so, Name of Carrier <b>Blue Cross/Blue Shield of Alabama</b>		Will your WC Policy cover the intern/trainee? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Number of Full-Time Employees <b>5500</b>	Annual Revenue <input type="checkbox"/> \$0 to \$3 Million <input type="checkbox"/> \$3 Million to \$10 Million <input type="checkbox"/> \$10 Million to \$25 Million <input checked="" type="checkbox"/> \$25 Million or More		

Match the training dates to the dates of the J-1 sponsorship

If you will pay the intern, list the amount. Can be per week, per month, or per visit.

#### SECTION 3: CONTRACT AGREEMENT

**Trainee/Intern** - I certify the following:

- I hereby acknowledge that I have reviewed, understand, and will follow this Training/Internship Placement Plan (T/IPP).
- That I am entering into this Exchange Visitor Program in order to participate as a Trainee or Intern as delineated in the T/IPP.
- That I will contact the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) at the earliest opportunity if that my Sponsor or Supervisor is not providing me with a legitimate internship or training, as delineated on my T/IPP.
- I understand that any attempt to falsify, conceal, or cover up by any trick, scheme, or device a material fact by making a false, fictitious, or fraudulent statement or representation; or making or using any false writing or document, knowing the same to be false, fictitious, or fraudulent statement or entry is punishable by fine or imprisonment of up to 5 years under Title 18 U.S.C. § 101.

Signature of Trainee/Intern \_\_\_\_\_

Printed Name of Trainee/Intern \_\_\_\_\_ Date (mm-dd-yyyy) \_\_\_\_\_

UA's Worker's Comp Policy only covers UA Employees. Interns (paid and on stipend) are not considered UA Employees.

DO NOT SEND TO INTERN FOR A SIGNATURE. YOU AND CIS WILL SIGN THE DOCUMENT, AND IT WILL BE SENT WITH J-1 DOCUMENTS TO THE INTERN.

**Supervisor** - I certify the following:

- I hereby acknowledge that I have reviewed, understand, and will follow this Training/Internship Placement Plan (T/IPP).
- I will adhere to all applicable regulatory provisions that govern this program (22 CFR Part 62).
- That Trainees and Interns will not displace full- or part-time, seasonal or permanent American citizens.
- I will conduct the required periodic evaluations of this trainee/intern.
- I will notify the designated Sponsor contact regarding any concerns about, changes in, or development of opportunity, to include, but not limited to, changes of Supervisor or Host Organization, or change of location.
- I will notify the Sponsor in the event of an emergency involving a Trainee or Intern, as well as any other individual that might represent a possible threat to their safety, security, welfare, or general well-being.
- I will notify the Sponsor in the event I receive any information regarding the Trainee or Intern that might be a cause of embarrassment or disgrace to the Department of State or the Exchange Visitor Program, to include, but not limited to, arrest, or engagement in illegal or immoral activities.
- That I am participating in this Exchange Visitor Program in order to provide the above listed individual with training or an internship as delineated in the T/IPP, and not to simply to engage this individual in labor.
- I understand that any on-the-job training or internship that the Trainee or Intern participates in meets all of the requirements of the Fair Labor Standards Act, as amended (29 U.S.C. § 201 et seq.).

10. That I will contact the Sponsor at the earliest possible opportunity if I believe that the Trainee or Intern is not receiving the type of training or internship delineated on their T/IPP.
11. I understand that any attempt to falsify, conceal, or cover up by any trick, scheme, or device a material fact by making any materially false, fictitious, or fraudulent statement or representation; or making or using any false writing or document, knowing the same to contain any materially false, fictitious, or fraudulent statement or entry is punishable by fine or imprisonment of up to 5 years under Title 18 U.S.C. § 1001.

Signature of Supervisor \_\_\_\_\_

Printed Name of Supervisor \_\_\_\_\_ Date (mm-dd-yyyy) \_\_\_\_\_

**Sponsor** - I certify as the sponsor that the attached Training/Internship Plan is approved and that:

1. I hereby acknowledge that I have reviewed, understand, and will ensure that the Supervisor follows this Training/Internship Placement Plan (T/IPP) regarding the above listed Trainee or Intern.
2. I will adhere to all applicable regulatory provisions that govern this program (22 CFR Part 62).
3. I have confirmed with the Supervisor/Host Organization Representative that sufficient resources, plant, equipment, and trained personnel will be available to provide the specified training or internship program.
4. I have confirmed with the Supervisor that continuous on-site supervision and mentoring of Trainees and Interns will be provided by experienced and knowledgeable staff.
5. I have verified with the Supervisor that Trainees or Interns will obtain skills, knowledge, competencies through the structured and guided activities listed in the T/IPP, and will include activities such as classroom training, seminars, rotation through several different departments, attendance at conference, and similar learning experiences.
6. That Trainees or Interns will not displace full-, part-time, temporary, or permanent American workers, or serve to fill a labor need. I also acknowledge that the positions Trainees and Interns fill exist solely to assist them in achieving the objectives listed in the T/IPP, and not as sources of labor.
7. That training or internships in the field of agriculture meets all of the requirements of the Fair Labor standards Act, as amended (29 U.S.C. § 201 et seq.) and the Migrant and Seasonal Worker Protection Act, as amended (29 U.S.C. § 1801 et seq.).
8. I will notify the designated Department of State, Bureau of Educational and Cultural Affairs (ECA) contact regarding any concerns about, changes in, or deviations from the Training/Internship Placement Plan at the earliest available opportunity, to include, but not limited to, changes of Supervisor or Host Organization.
9. I will notify the designated Department of State, ECA contact in the event of an emergency involving a Trainee or Intern, as well as any information that I receive about the Trainee or Intern that might represent a possible threat to their safety, security, welfare, or general well-being.
10. I will notify the designated Department of State, ECA contact in the event I receive any information regarding the Trainee or Intern that might be a cause of embarrassment or disgrace to the Department of State or the Exchange Visitor Program, to include, but not limited to, arrest, or engagement in illegal or immoral activities.
11. That I am participating in this Exchange Visitor Program so that the above listed individual receives training or an internship as delineated in the T/IPP, and not simply to provide the Supervisor or Host Organization with a source of labor.
12. I understand that any attempt to falsify, conceal, or cover up by any trick, scheme, or device a material fact by making any materially false, fictitious, or fraudulent statement or representation; or making or using any false writing or document, knowing the same to contain any materially false, fictitious, or fraudulent statement or entry is punishable by fine or imprisonment of up to 5 years under Title 18 U.S.C. § 1001.

Signature of Responsible Officer or Alternate Responsible Officer \_\_\_\_\_

Printed Name of Responsible Officer or Alternate Responsible Officer **FOR CIS TO COMPLETE** \_\_\_\_\_ Date \_\_\_\_\_

Name of Sponsor Organization **THE UNIVERSITY OF ALABAMA** \_\_\_\_\_ Program Number \_\_\_\_\_

DO NOT SIGN.  
CIS WILL  
COMPLETE &  
SIGN.

**SECTION 4: 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 trainees/interns will accomplish those objectives (e.g. classes, individual instruction, shadowing, etc.). Each phase must build upon the previous phase to show a progression in the training/internship. A separate copy of pages 2 and 3 must be completed for each phase if applicable (e.g. training through different departments).

Phase dates should match the internship dates.

Trainee/Intern Name (Family Name, First Name, Middle Name) **INTERN'S NAME** Field of Training/Internship

Name of Phase <b>PHASE I</b>	Start Date for this Phase (mm-dd-yyyy)	End Date for this Phase (mm-dd-yyyy)	Phase 1 of 1
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Brief Description of Trainee/Intern's Role for this Phase  
**WHAT IS THE GENERAL PURPOSE OF THE STUDENT INTERN'S RESEARCH? LIST IT HERE IN SIMPLE TERMS.**

Specific Goals and Objectives for this Phase  
**Objectives should reinforce the description above (e.g. Objective is to expose intern to current research methods)**

Knowledge, Skills, or Techniques to be Imparted During this Phase.  
1.) What specific knowledge, skills or techniques will be learned?  
**Student intern will learn basic skills in...**

2.) What plans are in place for the trainee/intern to participate in American cultural activities?  
**Student intern will be included with all programming and activities of the International Services office - <http://is.ua.edu>.**

How, specifically, will these knowledge, skills or techniques be taught? Include the Specific Tasks and Activities to be Completed for this Phase (Interns) or Methodology of training and Chronology/Syllabus for this Phase (Trainees).  
**BULLET POINT THE TASKS OR CHRONOLOGY FOR THE INTERNSHIP (SEE SAMPLE BELOW):**  

- Observe lab experiments with supervisor
- Record data
- Assist supervisor with compiling results

Methods of Supervision. Who will provide daily supervision of the trainee or intern and what are their qualifications to impart the planned learning during this phase?  
**Student Intern will conduct research under the direct supervision of PI'S NAME, who is a TITLE AND CREDENTIALS.**

Methods of Performance Evaluation. How will the trainee or intern's acquisition of new skills and competencies be measured during this phase?  
**Example: Student Intern will prepare a report each month during his/her stay. Faculty supervisor will work closely with student intern to improve skills and accomplish goals as well as provide feedback.**

**PRIVACY ACT STATEMENT**

**AUTHORITIES:** The information is sought pursuant to Section 102 of the Mutual Educational and Cultural Exchange Act of 1961, as amended (*the Fulbright-Hays Act*)(22 U.S.C. 2452) which provides for the administration of the Exchange Visitor Program (*J visa*).

**PURPOSE:** The information solicited on this form is necessary to provide clarity of training and intern programs offered to foreign nationals by United States entities designated by the Department of State to conduct exchange visitor programs, for general statistical use within the Department of State, and to enable the Department of State to effectively administer the trainee and intern categories of the Exchange Visitor Program. Failure to provide the information requested on this form may result in non-participation in the Exchange Visitor Program.

**ROUTINE USES:** The information on this form may be used in reviewing complaints, in formulating statistical data on training and internships programs conducted under the Exchange Visitor Program, and may be shared with overseas counterpart offices of the Department of State to ensure proper administration of this Program for exchange purposes. The information provided may also be released to federal, state, local, or foreign government entities for law enforcement purposes.

**PAPER WORK REDUCTION ACT**

Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: ECA/EC, SA-5, Fifth Floor, U.S. Department of State, Washington, DC 20522.