

J-1 Student Internship Overview

The Department of State's Exchange Visitor Program allows international students currently enrolled in degree programs outside the United States to complete internships in the U.S. that directly support their academic studies. The program's purpose is academic enrichment, not employment. An evaluation is required in the middle and at the end of the internship. **NOTE: Requests for J-1 Exchange Visitors should be submitted no later than 4 months prior to the expected start date.**

J-1 Student Intern Eligibility

The government has very specific requirements for participants. To qualify as a J-1 Student Intern, participants must:

- Be currently enrolled in and pursuing a degree at an accredited postsecondary academic institution outside the U.S.
- Ensure the U.S. internship fulfills the educational objectives of their degree program at the home institution.
- Demonstrate verifiable English proficiency sufficient for daily activities in the internship environment (via interview, recognized English test, or documentation from an academic institution).
- Be in the U.S. primarily for the internship, not for employment or to provide services to an employer.
- Be accepted into a student internship program at the U.S. host institution listed on the Form DS-2019.
- Be in good academic standing at their home university.
- Plan to return to their home institution to complete their degree after the internship.
- Have adequate financial resources to cover living expenses (including housing and dependents, if applicable) for the duration of the internship.

Program Duration

- A Student Intern may participate for up to 12 months per degree level.
- The internship must last a minimum of 3 weeks.

Process

1. Contact Baylor Human Resources (HR) prior to agreeing to host an unpaid intern to permit HR to determine if the internship opportunity is appropriately classified. The department should contact its assigned [Human Resources Consultant \(HRC\)](#)
2. Faculty/staff supervisor submits prospective intern information for review to Global Safety and Research Security (GSRS). Click [HERE](#).
3. After GSRS approval, ISSS sends the faculty/staff supervisor the invitation letter template and Baylor's Internship Agreement Form.
4. Faculty/staff supervisor completes the U.S. Government's [Training/Internship Placement Plan \(TIPP\)](#) and submits it to ISSS Office for review.
5. The faculty/staff host sends the following to the intern:
 - Invitation letter/email
 - Baylor's Internship Agreement
6. After the Internship Agreement is signed and returned, ISSS sends the student intern a link to request the DS-2019.
7. Student intern submits required documentation (finances, passport, etc.).
8. ISSS sends DS-2019 document and TIPP to the student intern.
9. Faculty/staff host requests BU ID card and email for the student intern. Click [HERE](#).

ISSS (International Student & Scholar Services) – Mark Bryant
GSRS (Global Safety & Research Security) - Jared Bickenbach