INTERNATIONAL PROGRAMS & INITIATIVES
J-1 STUDENT INTERN
DOCUMENT CHECKLIST

NAME __________________________________________________ UAF ID # _____________________

COUNTRY OF RESIDENCY ________________________________________ VISA STATUS ________

NEEDED FOR DOCUMENT ISSUANCE:

☐ UAF J-1 STUDENT INTERN AUTHORIZATION REQUEST FORM

☐ TRAINING/INTERNSHIP PLACEMENT PLAN FORM (T/IPP - DS-7002) – REQUIRES ORIGINAL SIGNATURE FROM SUPERVISOR

☐ ACADEMIC ADVISOR FORM

☐ EXPORT CONTROL CERTIFICATION FORM

☐ LETTER FROM EXTERNAL ORGANIZATION OF SALARY/SUPPORT, IF APPLICABLE

☐ PROOF OF PERSONAL FUNDS, IF APPLICABLE

☐ COPY UAF INVITATION OR OFFER LETTER

☐ COPY OF CONTRACT LETTER, IF APPLICABLE

☐ COPY OF PASSPORT ID PAGE

☐ COPY OF ANY CURRENT OR PREVIOUS J-1 OR J-2 VISA(S)

☐ COPY OF CURRENT I-94, IF CURRENTLY IN THE U.S.

☐ COPY OF ANY FORMS DS-2019 ISSUED WITHIN THE LAST 4 YEARS

☐ VITAE/RESUME

BEFORE ARRIVAL:

☐ PROOF OF HEALTH INSURANCE COVERAGE MEETING DEPARTMENT OF STATE MINIMUM REQUIREMENTS

UPON ARRIVAL:

☐ SCHEDULE ORIENTATION WITH IP&I (THURSDAYS AT 9:00 A.M.)

☐ COLLECT COPIES OF DS-2019, T/IPP, PASSPORT WITH J-1 ARRIVAL STAMP, VISA AND DIGITAL I-94 AND SEND TO IP&I BEFORE ORIENTATION

☐ COLLECT RESIDENCE AND MAILING ADDRESS AND SEND TO IP&I BEFORE ORIENTATION

EXTENSIONS:

☐ UAF J-1 STUDENT INTERN AUTHORIZATION REQUEST FORM (MAXIMUM: 12 MONTHS)

☐ TRAINING/INTERNSHIP PLACEMENT PLAN FORM (T/IPP - DS-7002) – REQUIRES ORIGINAL SIGNATURE FROM SUPERVISOR

☐ ACADEMIC ADVISOR FORM

☐ EXPORT CONTROL CERTIFICATION FORM
- Letter from external organization of salary/support
- Mid-term evaluation from supervising faculty
- Extension letter from UAF host with reason for extension
- Copy of current contract letter, if applicable
- Copy of continuing health insurance coverage meeting Department of State minimum requirements

Upon departure:
- Final evaluation from supervising faculty
- If resigning, collect copy of resignation letter and send to IP&I
- Collect copy of flight itinerary showing departure of U.S. and copy IP&I
- Email from visitor with departure date