Welcome to the J-1 Student Intern DS-2019 Request in Cystart

When should you use this Cystart request?

Complete this request to bring a future Student Intern as an Exchange Visitor in J-1 non-immigrant status after the department's internship has been approved by the Provost's Office. <u>NOTE</u>: This is a different approval process than the one for a Student Intern.

Overview of J-1 Student Intern Form DS-2019 Request

Eleven e-forms in the application:

- (1) J-1 Student Intern Eligibility
- (2) English Proficiency Verification
- (3) Personal and Academic Information
- (4) U.S. Immigration History
- (5) Dependents (Spouse / Children)
- (6) Personal Financial Support
- (7) ISU Financial Support
- (8) Internship Information
- (9) Internship Goals and Objectives
- (10) Export Control Worksheet
- (11) Departmental Compliance Certification for J-1 Student Intern

Recommendations for completing this request

- Step 1 Complete the following e-forms:
 - (1) J-1 Student Intern Eligibility
 - (2) English Proficiency Verification As noted above, routing (2) will also route (3) (6) to the Student Intern
- **Step 2 -** Wait for e-form (1) to be submitted and (2) to be approved.
- **Step 3 -** Complete and route the following e-forms:
 - (7) ISU Financial Support
 - (8) Internship Information
 - (9) Internship Goals and Objectives

Step 4 (strongly recommend this sequence for easier tracking) - Complete and route the following e-form once you have sent the completed Export Control Worksheet to the Office of Research Ethics.

- (10) Export Control Worksheet
- **Step 5** Once all of the prior e-forms in this request have been submitted by all parties, you will be able to route the final e-form in this request:
 - (11) Departmental Compliance Certification for J-1 Student Intern

Completion and Routing for each e-form

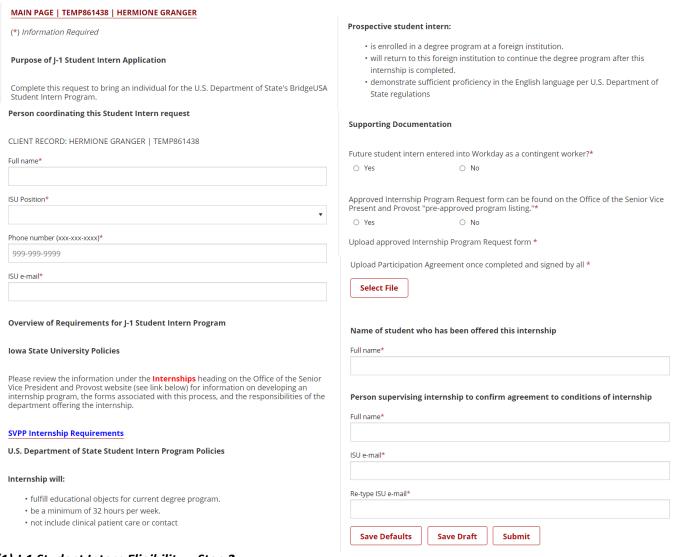
Screen shots may look slightly different from the actual e-forms. The down triangle in a field [\checkmark] indicates a drop-down menu. In the interest of space, we have not included all the options in the drop-down fields in this overview.

STUDENT INTERNS COMPLETE THESE FIVE E-FORMS AFTER YOU HAVE GIVEN THEM ACCESS TO E-FORM #2

(1) J-1 Student Intern Eligibility – Step 1

 Cystart User coordinating the request provides their contact information and enters contact information for the person to whom the J-1 Student Intern Eligibility e-form should be routed—the supervisor of the internship—to confirm the eligibility of the Student Intern.

(1) J-1 Student Intern Eligibility



• (1) J-1 Student Intern Eligibility – Step 2

Э	The internship supervisor receives an email from issoscholar@iastate.edu with instructions to complete the J-1 Student Intern Eligibility e-form. Once there, he/she will be asked to confirm the following statements, the last six of which include U.S. Department of State Student Intern Program Policies:
	 □ Internship meets the "trainee/learner" criteria according to the U.S. Department of Labor. □ Prospective student intern is enrolled in a degree program at a foreign institution.

☐ Prospective student intern will return to this foreign institution to continue the degree program

- $\hfill \Box$ Internship will fulfill educational objectives for current degree program.
- ☐ Internship will be a minimum of 32 hours per week.

after this internship is completed.

- ☐ Internship will not include clinical patient care or contact.
- ☐ I understand ISSO must verify each Student Intern demonstrates sufficient proficiency in the English language to successfully participate in his or her program activity and to function on a day-to-day basis, per U.S. Department of State regulations.

• J-1 Student Intern e-forms (2) through (6)

 Cystart User coordinating the request opens the (2) English Proficiency Verification and clicks on "GIVE THE CLIENT ACCESS TO COMPLETE THIS SECTION" to route it and the next four e-forms to the Student Intern to complete.

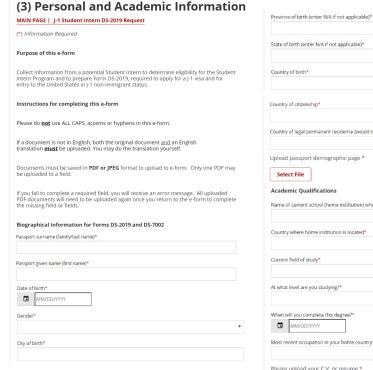
(2) English Proficiency Verification MAIN PAGE | TEMP861438 | HERMIONE GRANGER

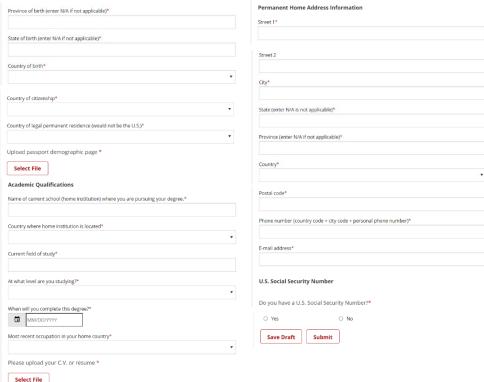


GIVE THE CLIENT ACCESS TO COMPLETE THIS SECTION

Student Intern receives an email from <u>isso@iastate.edu</u> with instructions to complete the e-forms: (2)
 English Proficiency Verification, (3) Personal and Academic Information, (4) U.S. Immigration History, (5)
 Dependents (Spouse / Children), and (6) Personal Financial Support.

(2) English Proficiency Verification MAIN PAGE | _J-1 Student Intern DS-2019 Request **English Proficiency Documentation** Do you plan to take the English3 Interview and link it to your record automatically?* (*) Information Required The U.S. Department of State's BridgeUSA program **requires** each participating scholar to demonstrate sufficient proficiency in the English language, as determined by an objective measurement, to successfully participate in his or her program activity **and** to function on a day-to-day basis on campus and in the local community. Purpose of this e-form You will be taken to the English3 website automatically after submitting this eform. ISU requires a minimum score of 3.0 on the English3 Interview. This minimum is subject to change. During 2021, use this PROMO CODE for 21% discount at checkout: E3J12021 Collect information from a potential student intern to determine English language proficiency for participation in the BridgeUSA Student Intern Program. **Options to Document English Language Proficiency** $The International Students \ and \ Scholars \ Office \ offers \ the following \ options \ to \ document \ English \ language \ proficiency. \ Minimum \ scores \ are \ subject to \ change.$ Instructions to potential student intern for completing this e-form Fnglish3 Interview Results (within the last 2 years, minimum 3.0) Save Draft Submit Please do **not** use ALL CAPS, accents or hyphens in this e-form. · TOEFL Score Report (within the last 2 years, minimum 40) IELTS Test Results (within the last 2 years, minimum 5.0) Do you plan to take the English3 Interview and link it to your record automatically? If a document is not in English, both the original document <u>and</u> an English translation **must** be uploaded. You may do the translation yourself. · English is the native language of your country of citizenship Documents must be saved in **PDF or JPEG** format to upload to e-form. Only one PDF may be uploaded to a field. Basis for English Language Proficiency instead of English3 English3 Interview Which one of the other options are you choosing? If you fail to complete a required field, you will receive an error message. All uploaded PDF documents will need to be uploaded again once you return to the e-form to complete This is a one-on-one question and answer session which evaluates your general and professional English conversation skills. The interview generally lasts 25 minutes. You will receive your score report in 1-5 days. Save Draft Submit Potential student intern completing this e-form Click here to learn about English3 before choosing this option





()	quired		
Purpose of this e-	form		
Collect information from a potential student intern to determine eligibility for the BridgeUSA Student Intern Program, and to prepare Form DS-2019, required to apply for J-1 visa and for entry to the United States in J-1 non-immigrant status.			
Instructions for c	ompleting this e-form		
Please do <u>not</u> use	ALL CAPS, accents or hyphens in this e-form.		
Documents must be saved in PDF or JPEG format to upload to e-form. Only one PDF may be uploaded to a field.			
	lete a required field, you will receive an error message. All uploaded ill need to be uploaded again once you return to the e-form to comple r fields.		
Person completin	ng this e-form		
Full Name*			
History of Previou Are you currently in	us Stays in the U.S. n the U.S.?* • No		
	the U.S. in the past?*		

(5) Dependents (Spouse / Children)

MAIN PAGE | J-1 Student Intern DS-2019 Request

(*) Information Required

I have dependents coming to the U.S. with me.*

O Yes

No

Save Draft

Submit

(6) Personal Financial Support

MAIN PAGE | _J-1 Student Intern DS-2019 Request

(*) Information Required

Purpose of this e-form

This e-form provides information about the J-1 Student Intern's non-ISU financial support for the internship.

Instructions for this e-form

If personal funds will be used to support your J-1 Student Intern Program, a personal bank statement can be provided to show proof of the availability of funds. We do not accept salary statements as proof of funding.

If a document is not in English, both the original document <u>and</u> an English translation <u>must</u> be uploaded. You may do the translation yourself.

Documents must be saved in $\mbox{\rm PDF}$ or $\mbox{\rm JPEG}$ format to upload to e-form. Only one PDF may be uploaded to a field.

Please note that you may be required to show proof of finances to the U.S. Embassy or Consulate at the time of application for an entry visa.

Instructions for calculating expenses

Estimated support **must not** include include support for your travel to and from the U.S., nor for time spent in the U.S. prior to or after the program dates for your activity at ISU. Financial support for travel included in a scholarship must be deducted when calculating support for your program activity.

Determine funding required per month based on amounts in above chart and multiply by number of months for I program.

Financial support for all family members is also calculated on the length of your Student Intern Program, even if they who will join you for only a portion of your stay.

Required health insurance coverage

Both the U.S. Department of State and Iowa State University require participants in a J-1 Student Intern Program to have health insurance coverage for the duration of their program, regardless of length, at Iowa State University. For J-1 exchange visitors, this also includes coverage for all J-2 dependents.

lowa State University policy requires all J-1 Student Interns, and their dependents, to enroll in the ISU Student and Scholar Health Insurance Plan.

The ISU Student and Scholar Health Insurance Plan cannot be prorated. For example, a stay from May 15 to August 15 would require four months of insurance coverage, not three.

It is important to note that the ISU Student and Scholar Health insurance Plan cannot be pro-tated. A full month's insurance fee (includes the health insurance premium plus a health facility feely will be charged no matter what day the scholar or visitor arrives and leaves. The host department is required to cover the insurance payment for their scholar in the event that the scholar defaults on the payments.

Questions regarding this requirement, the plan, enrollment, etc. should be directed to University Human Resources at <code>isusship@iastate.edu</code>.

Calculation of total expenses for Student Intern Program

Below are the minimum monthly estimates which include both the scholar and dependents. These estimates are for programs that will continue through July 31, 2021.

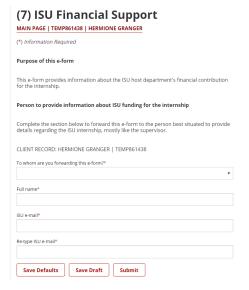
Rates include one child. Add \$467 per month for each additional child.

	Basic Living Expense		Monthly Total
Single Scholar	\$1,330	\$218	\$1,548
Scholar and Spouse	\$1,796	\$457	\$2,253
Scholar and Child	\$1,796	\$391	\$2,187
Scholar and Family	\$2,263	\$630	\$2,893

	n) coming to the U.S. as my J-2 dependent(s).*
○ Yes	○ No
Total estimated ex	penses for scholar, plus family if applicable, for length of Student Intern Program
0	
Funding from I	SU sources
Will your ISU ho	st department provide any financial support for your internship?*
○ Yes	st department provide any financial support for your internship?* No f total funding for Student Intern Program
O Yes Confirmation of Total estimated estimated	No f total funding for Student Intern Program
O Yes	No f total funding for Student Intern Program
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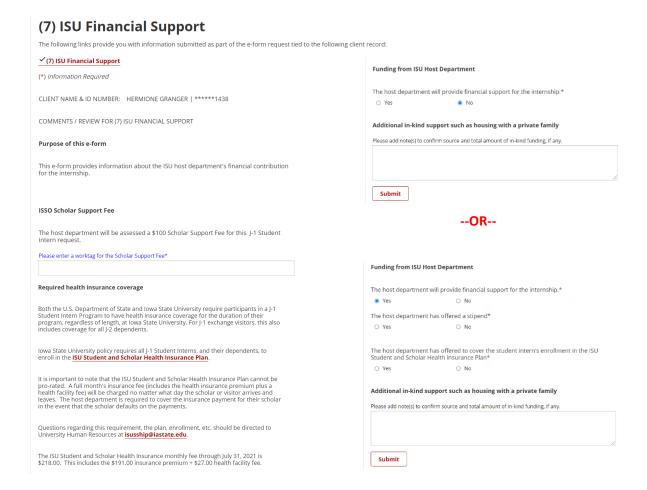
• (7) ISU Financial Support – Step 1

Cystart User coordinating the request enters contact information for the person to whom the ISU
Financial Support e-form should be routed—most likely "self" or the internship supervisor—to provide
information regarding any departmental funding or reimbursements being offered to the Student
Intern.



• (7) ISU Financial Support – Step 2

The person designated to provide information regarding any departmental funding of the Student Intern receives an email from issoscholar@iastate.edu with instructions to complete the ISU Financial Support e-form as shown below:



• (8) Internship Information – Step 1

 As with the ISU Financial Support e-form, Cystart User coordinating the request enters contact information for the person to whom the Program Information e-form should be routed—most likely "self" or the internship supervisor—to provide details regarding the Student Intern's internship.

• (8) Internship Information – Step 2

 The person designated to provide information regarding the Student Intern's internship receives an email from issoscholar@iastate.edu with instructions to complete the Program Information e-form as shown below:

(8) Internship Information	Internship Information
(*) Information Required	Academic field of internship*
CLIENT NAME & ID NUMBER: HERMIONE GRANGER *****1438	•
COMMENTS / REVIEW FOR (8) INTERNSHIP INFORMATION	
Purpose of the Bridge USA Student Intern Program	If Academic Field you seek is not listed, select "00.0000 – None" from the drop down list and find the appropriate CIP code at link provided. Please paste it into the description box along with the general
Complete this e-form to bring an individual for BridgeUSA's Student Intern Program for an approved internship on the lowa State University campus.	description of research activity.
Student Interns may stay for up to one year and must be in the middle of a degree program at their home institution outside the U.S.	You may also search the Classification of Instructional Program to find the appopriate academic field for the internship. The CIP website address
The Student Intern program requires the internship to be a minimum of 32 hours per week.	is https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=56. Provide a brief, general description of the research activity (e.g. Research in malze gene structure)*
Purpose of the J-1 Student Intern Internship Information e-form	
Provide information for the Forms DS-2019 and DS-7002.	
General Information	The program start and ends dates reflect the internship dates only. Please do not include
Bridge USA Program*	travel time prior to the beginning of the internship or after the end of the internship.
Student Intern	Please choose program start and end dates that fall on ISU work days
Employer ID number*	Start date*
426004224	MM/DD/YYYY
Is the internship covered by ISU's Worker's Comp policy?* Yes No ISU's Woker's Comp policy*	End date* MM/DD/YYY Hours per week for internship*
Sedgwick Claims Management Services, Inc.	
Number of FT employees *	Primary internship location
6480	General site location*
Annual revenue	lowa State University of Science and Technology
\$25 Million or More	Below and to be setting
	Primary internship location
Internship supervisor's information	General site location* Iowa State University of Science and Technology
Full name*	
LL out &	Building street address and office number (ex: 2416 Pammel Dr #201)*
Job title*	Full department name (ex: Department of Chemistry)*
ISU phone number (xxxx-xxxxx)*	Tanada Tanada Separation of Cristina yy
999-999-9999	City State Dectal Code*
E and addressed	City, State, Postal Code* Ames, IA 50011
E-mail address*	
	Website URL for ISU department*
	Additional internship location
	Will the student internship occur solely on the ISU campus?*
	○ Yes ○ No

Submit

(9) Internship Goals and Objectives – Step 1

 As with the two previous e-forms, Cystart User coordinating the request enters contact information for the person to whom the Internship Goals and Objectives e-form should be routed—most likely "self" or the internship supervisor—to provide details regarding the Student Intern's internship.

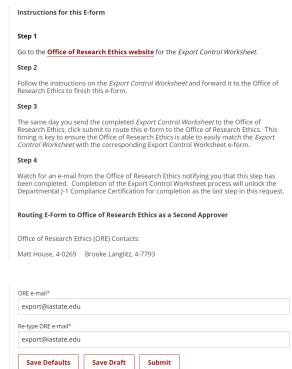
• (9) Internship Goals and Objectives – Step 2

 The person designated to provide information regarding the Student Intern's internship receives an email from <u>issoscholar@iastate.edu</u> with instructions to complete the Internship Goals and Objectives e-form as shown below:

(9) Internship Goals and Objectives	How, specifically, will these knowledge, skills or technologies be taught? Include the specific tasks and activities to be completed for this phase.
(*) Information Required	
CLIENT NAME & ID NUMBER: HERMIONE GRANGER ******1438	
COMMENTS / REVIEW FOR (9) INTERNSHIP GOALS AND OBJECTIVES	How will the Student Intern's acquisition of new skills and competencies be measured during this phase?*
Purpose of the J-1 Student Intern Internship Goals and Objectives e-form	
Provide goals and objectives information for the Form DS-7002 Training/Internship Placement Plan (T/IPP).	Additional phase remarks.
T/IPP Contract Agreement	
Note on phases: Most internships will be short enough that there will be only one phase. For longer internships, you may submit multiples of this e-form for additional phases.	
Phase number*	☐ Internship evaluations will be submitted to ISSO within 30 days following the completion of the internship. *
Phase Name (ex: Research in theoretical chemistry)*	
Filese Name (ex. research in theoretical Chemistry)	Sufficient resources, plant, equipment, and trained personnel will be available to provide the internship program.*
Start date*	
MM/DD/YYY	☐ Internship evaluations will be submitted to ISSO within 30 days following the completion of the
End date * MM/DD/YYYY	Internship, *
Description of Student Intern's role for this phase.*	
	Sufficient resources, plant, equipment, and trained personnel will be available to provide the internship program. *
Specific goals and objectives for this phase*	 Continuous on-site supervision and mentoring of the Student Intern will be provided by experienced and knowledgeable staff. *
Names and titles of those who will provide continuous (for example, daily) supervision of the Student	☐ The Student Intern will not displace full-time, part-time, temporary, or permanent American workers, or serve to fill a labor need. *
Intern, including the primary supervisor. What are these person's qualifications to teach the planned learning?*	
	Submit
What plans are in place for the intern to participate in American cultural activities (required by U.S. Department of State policy)?*	
What specific knowledge, skills or techniques will be learned?*	

- (10) Export Control Worksheet Step 1 (note that this process is different from the old J-1 Cystart requests)
 - HRC or Department Admin follows the instructions for the Export Control Worksheet, then routes the Export Control Worksheet e-form to the Office of Research Ethics at the same time the completed Export Control Worksheet itself is e-mailed to ORE. The export@iastate.edu e-mail address cannot be edited since the completed Export Control Worksheet, and this e-form must be sent to that address. (This process is different for Ames Lab Student Interns.)



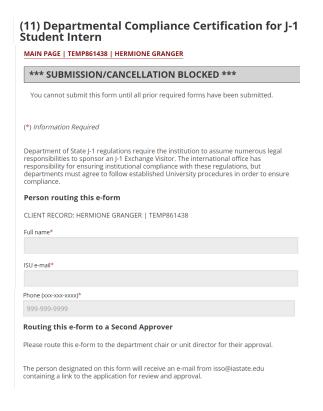


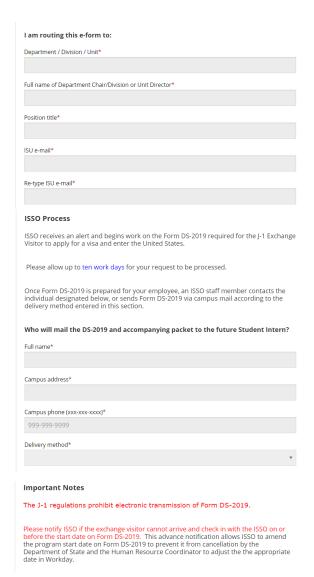
• (10) Export Control Worksheet – Step 2

- Office of Research Ethics receives an email from <u>issoscholar@iastate.edu</u> with instructions to complete the e-form.
- Office of Research Ethics staff will approve the *Export Control Worksheet*, upload it to the Export Control Worksheet e-form, and then submit the J-1 Export Control Worksheet e-form.
- Office of Research Ethics staff will send an email notification that the Export Control Worksheet has been approved, with an attached copy of the worksheet. Cystart will send an e-mail that the Export Control Worksheet e-form has been completed.

• (11) Departmental Compliance Certification for J-1 Student Intern – Step 1

- Cystart User coordinating the request completes information regarding delivery of the finished Form DS-2019 and to whom—Department Chair, Office Director, Unit Head—the Departmental Compliance Certification for J-1 Student Intern e-form should be routed to certify compliance with responsibilities as the "host" of an exchange visitor in J-1 nonimmigrant status.
 - Please note that the Departmental Compliance e-form cannot be accessed until the other e-forms in the application have been submitted. The Submit button will appear once the Departmental Compliance e-form is "unlocked."





• (11) Departmental Compliance Certification for J-1 Student Intern – Step 2

- The person designated to complete this e-form receives an email from issoscholar@iastate.edu with instructions to complete the Departmental Compliance Certification for J-1 Student Intern e-form.
- Designated Department Chair, Office Director, or Unit Head completes the Departmental Compliance e-form.
 - Note that this person will be able to view all information and document uploads included in the application.

Confirmation that J-1 Student Intern DS-2019 Request is Complete and Submitted to ISSO

The HRC or Department Admin coordinating the application will receive an e-mail message from issoscholar@iastate.edu when the chair, office director, or unit head has submitted the Departmental Compliance e-form.

The status of the **eleven e-forms** in the application should appear as follows:

- (1) J-1 Student Intern Eligibility Will be marked "Submitted."
- (2) English Proficiency Verification Will be marked "Pending," when the scholar submits the e-form, if the scholar has chosen an English language proficiency documentation other than English3 Interview. If English3 Interview was selected, the status will instead go to "Awaiting Answer." After the score comes back from English3, the status will go to "Pending." In either case, the status will go to "Approved" after ISSO has determined that the Student Intern's documentation meets J-1 English proficiency requirements.
- (3) Personal and Academic Information Will be marked "Submitted."
- (4) U.S. Immigration History Will be marked "Submitted."
- (5) Dependents (Spouse / Children) This is an optional e-form, but if submitted, it will be marked "Submitted."
- (6) Personal Financial Support Will be marked "Submitted."
- (7) ISU Financial Support Will be marked "Pending Review" as ISSO references this e-form for the ISSO Scholar Support Fee billing. It will be marked "Approved" once ISSO bills the Scholar Support Fee to the Worktag that was provided and receives word from Finance Delivery that the payment has posted to ISSO. This e-form may remain in pending status several months beyond the completion of the request, but does not delay the process of issuing the DS-2019.
- (8) Internship Information Will be marked "Submitted."
- (9) Internship Goals and Objectives Will be marked "Submitted."
- (10) Export Control Worksheet Will be marked "Submitted."
- (11) Departmental Compliance Certification for J-1 Student Intern Will be marked "Pending Review." ISSO changes the status of this e-form to "Approved" when the Form DS-2019 is issued.