

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. NOTE: 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



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

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 [▼] 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.

• **(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

[MAIN PAGE](#) | [TEMP861438](#) | [HERMIONE GRANGER](#)

(*) Information Required

Purpose of J-1 Student Intern Application

Complete this request to bring an individual for the U.S. Department of State's BridgeUSA Student Intern Program.

Person coordinating this Student Intern request

CLIENT RECORD: HERMIONE GRANGER | TEMP861438

Full name*

ISU Position*

Phone number (xxx-xxx-xxxx)*

999-999-9999

ISU e-mail*

Overview of Requirements for J-1 Student Intern Program

Iowa State University Policies

Please review the information under the **Internships** heading on the Office of the Senior Vice President and Provost website (see link below) for information on developing an internship program, the forms associated with this process, and the responsibilities of the department offering the internship.

[SVPP Internship Requirements](#)

U.S. Department of State Student Intern Program Policies

Internship will:

- fulfill educational objects for current degree program.
- be a minimum of 32 hours per week.
- not include clinical patient care or contact

Prospective student intern:

- is enrolled in a degree program at a foreign institution.
- will return to this foreign institution to continue the degree program after this internship is completed.
- demonstrate sufficient proficiency in the English language per U.S. Department of State regulations

Supporting Documentation

Future student intern entered into Workday as a contingent worker?*

☐ Yes ☐ No

Approved Internship Program Request form can be found on the Office of the Senior Vice President and Provost "pre-approved program listing."*

☐ Yes ☐ No

Upload approved Internship Program Request form *

Upload Participation Agreement once completed and signed by all *

[Select File](#)

Name of student who has been offered this internship

Full name*

Person supervising internship to confirm agreement to conditions of internship

Full name*

ISU e-mail*

Re-type ISU e-mail*

[Save Defaults](#) [Save Draft](#) [Submit](#)

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

- 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 after this internship is completed.
- ☐ Internship will fulfill educational objectives for current degree program.
- ☐ Internship will be a minimum of 32 hours per week.
- ☐ 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

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[GIVE THE CLIENT ACCESS TO COMPLETE THIS SECTION](#)

- Student Intern receives an email from isso@iastate.edu 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](#)

(*) Information Required

Purpose of this e-form

Collect information from a potential student intern to determine English language proficiency for participation in the BridgeUSA Student Intern Program.

Instructions to potential student intern for completing this e-form

Please do **not** use ALL CAPS, accents or hyphens in this e-form.

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

Documents must be saved in **PDF or JPEG** format to upload to e-form. Only one PDF may be uploaded to a field.

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 the missing field or fields.

Potential student intern completing this e-form

Full name*

E-mail address*

English Proficiency Documentation

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.

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.

- English3 Interview Results (within the last 2 years, minimum 3.0)
- TOEFL Score Report (within the last 2 years, minimum 40)
- IELTS Test Results (within the last 2 years, minimum 5.0)
- Proof of earned degree from school where the language of instruction is English
- English is the native language of your country of citizenship

English3 Interview

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.

[Click here to learn about English3 before choosing this option](#)

Do you plan to take the English3 Interview and link it to your record automatically?*

☒ Yes ☐ No

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

Basis for English proficiency - English 3*

[Save Draft](#)

[Submit](#)

Do you plan to take the English3 Interview and link it to your record automatically?*

☐ Yes ☒ No

Basis for English Language Proficiency instead of English3

Which one of the other options are you choosing?*

[Save Draft](#)

[Submit](#)

(3) Personal and Academic Information

[MAIN PAGE](#) | [J-1 Student Intern DS-2019 Request](#)

(*) Information Required

Purpose of this e-form

Collect information from a potential Student Intern to determine eligibility for the Student Intern Program and to prepare Form DS-2019, required to apply for a J-1 visa and for entry to the United States in J-1 non-immigrant status.

Instructions for completing this e-form

Please do **not** use ALL CAPS, accents or hyphens in this e-form.

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

Documents must be saved in **PDF or JPEG** format to upload to e-form. Only one PDF may be uploaded to a field.

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 the missing field or fields.

Biographical Information for Forms DS-2019 and DS-7002

Passport surname (family/last name)*

Passport given name (first name)*

Date of birth*

Gender*

City of birth*

Province of birth (enter N/A if not applicable)*

State of birth (enter N/A if not applicable)*

Country of birth*

Country of citizenship*

Country of legal permanent residence (would not be the U.S.)*

Upload passport demographic page *

[Select File](#)

Academic Qualifications

Name of current school (home institution) where you are pursuing your degree.*

Country where home institution is located*

Current field of study*

At what level are you studying?*

When will you complete this degree?*

Most recent occupation in your home country*

Please upload your C.V. or resume *

[Select File](#)

Permanent Home Address Information

Street 1*

Street 2

City*

State (enter N/A if not applicable)*

Province (enter N/A if not applicable)*

Country*

Postal code*

Phone number (country code + city code + personal phone number)*

E-mail address*

U.S. Social Security Number

Do you have a U.S. Social Security Number?*

☐ Yes ☐ No

[Save Draft](#)

[Submit](#)

(4) U.S. Immigration History

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(*) Information Required

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 a J-1 visa and for entry to the United States in J-1 non-immigrant status.

Instructions for completing this e-form

Please do **not** 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.

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 the missing field or fields.

Person completing this e-form

Full Name*

History of Previous Stays in the U.S.

Are you currently in the U.S.?*

☐ Yes ☐ No

Have you come to the U.S. in the past?*

☐ Yes ☐ No

[Save Draft](#)

[Submit](#)

(5) Dependents (Spouse / Children)

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(*) Information Required

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

☐ Yes ☐ No

[Save Draft](#)

[Submit](#)

(6) Personal Financial Support

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(*) 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 and an English translation **must** be uploaded. You may do the translation yourself.

Documents must be saved in **PDF or 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 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 J 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.

Iowa 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 prorated. A full month's insurance fee (includes the health insurance premium plus a health facility fee) 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 isusship@iastate.edu.

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 | Health Insurance | 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 |

I have a spouse coming to the U.S. as my J-2 dependent.*

☐ Yes ☐ No

I have a child(ren) coming to the U.S. as my J-2 dependent(s).*

☐ Yes ☐ No

Total estimated expenses for scholar, plus family if applicable, for length of Student Intern Program.*

Funding from ISU sources

Will your ISU host department provide any financial support for your internship?*

☐ Yes ☐ No

Confirmation of total funding for Student Intern Program

Total estimated expenses*

Total ISU funding*

Total non-ISU funding*

☐ The total sum of my funding equals or exceeds the total sum of my estimated expenses.*

[Save Draft](#)

[Submit](#)

- **(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
[MAIN PAGE](#) | [TEMP861438](#) | [HERMIONE GRANGER](#)

(*) Information Required

Purpose of this e-form

This e-form provides information about the ISU host department's financial contribution for the internship.

Person to provide information about ISU funding for the internship

Complete the section below to forward this e-form to the person best situated to provide details regarding the ISU internship, mostly like the supervisor.

CLIENT RECORD: HERMIONE GRANGER | TEMP861438

To whom are you forwarding this e-form?*

Full name*

ISU e-mail*

Re-type ISU e-mail*

[Save Defaults](#) [Save Draft](#) [Submit](#)

- **(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:

(7) ISU Financial Support

The following links provide you with information submitted as part of the e-form request tied to the following client record:

✓ [\(7\) ISU Financial Support](#)

(*) Information Required

CLIENT NAME & ID NUMBER: HERMIONE GRANGER | *****1438

COMMENTS / REVIEW FOR (7) ISU FINANCIAL SUPPORT

Purpose of this e-form

This e-form provides information about the ISU host department's financial contribution for the internship.

ISSO Scholar Support Fee

The host department will be assessed a \$100 Scholar Support Fee for this J-1 Student Intern request.

Please enter a worktag for the Scholar Support Fee*

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.

Iowa State University policy requires all J-1 Student Interns, and their dependents, to enroll in the [ISU Student and Scholar Health Insurance Plan](#).

It is important to note that the ISU Student and Scholar Health Insurance Plan cannot be pro-rated. A full month's insurance fee (includes the health insurance premium plus a health facility fee) 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 isusship@iastate.edu.

The ISU Student and Scholar Health Insurance monthly fee through July 31, 2021 is \$218.00. This includes the \$191.00 insurance premium + \$27.00 health facility fee.

Funding from ISU Host Department

The host department will provide financial support for the internship.*

☐ Yes ☒ No

Additional in-kind support such as housing with a private family

Please add note(s) to confirm source and total amount of in-kind funding, if any.

[Submit](#)

--OR--

Funding from ISU Host Department

The host department will provide financial support for the internship.*

☒ Yes ☐ No

The host department has offered a stipend*

☐ Yes ☐ No

The host department has offered to cover the student intern's enrollment in the ISU Student and Scholar Health Insurance Plan*

☐ Yes ☐ No

Additional in-kind support such as housing with a private family

Please add note(s) to confirm source and total amount of in-kind funding, if any.

[Submit](#)

- **(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

(*) Information Required

CLIENT NAME & ID NUMBER: HERMIONE GRANGER | *****1438

COMMENTS / REVIEW FOR (8) INTERNSHIP INFORMATION

Purpose of the Bridge USA Student Intern Program

Complete this e-form to bring an individual for BridgeUSA's Student Intern Program for an approved internship on the Iowa State University campus.

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.

The Student Intern program requires the internship to be a minimum of 32 hours per week.

Purpose of the J-1 Student Intern Internship Information e-form

Provide information for the Forms DS-2019 and DS-7002.

General Information

Bridge USA Program*

Student Intern

Employer ID number*

426004224

Is the internship covered by ISU's Worker's Comp policy?*

☐ Yes ☒ No

ISU's Worker's Comp policy*

Sedgwick Claims Management Services, Inc.

Number of FT employees *

6480

Annual revenue

\$25 Million or More

Internship supervisor's information

Full name*

Job title*

ISU phone number (xxx-xxx-xxxx)*

999-999-9999

E-mail address*

Internship Information

Academic field of internship*

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 description of research activity.

You may also search the Classification of Instructional Program to find the appropriate academic field for the internship. The CIP website address is <https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=56>.

Provide a brief, general description of the research activity (e.g. Research in maize gene structure)*

The program start and ends dates reflect the internship dates only. Please do not include travel time prior to the beginning of the internship or after the end of the internship.

Please choose program start and end dates that fall on ISU work days

Start date*

MM/DD/YYYY

End date*

MM/DD/YYYY

Hours per week for internship*

Primary internship location

General site location*

Iowa State University of Science and Technology

Primary internship location

General site location*

Iowa State University of Science and Technology

Building street address and office number (ex: 2416 Pammel Dr #201)*

Full department name (ex: Department of Chemistry)*

City, State, Postal Code*

Ames, IA 50011

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 issoscholar@iastate.edu with instructions to complete the Internship Goals and Objectives e-form as shown below:

(9) Internship Goals and Objectives

(*) Information Required

CLIENT NAME & ID NUMBER: HERMIONE GRANGER | *****1438

COMMENTS / REVIEW FOR (9) INTERNSHIP GOALS AND OBJECTIVES

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).

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*

1

Phase Name (ex: Research in theoretical chemistry)*

Start date*

MM/DD/YYYY

End date *

MM/DD/YYYY

Description of Student Intern's role for this phase.*

Specific goals and objectives for this phase*

Names and titles of those who will provide continuous (for example, daily) supervision of the Student Intern, including the primary supervisor. What are these person's qualifications to teach the planned learning?*

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?*

How, specifically, will these knowledge, skills or technologies be taught? Include the specific tasks and activities to be completed for this phase.

How will the Student Intern's acquisition of new skills and competencies be measured during this phase?*

Additional phase remarks.

☐ Internship evaluations will be submitted to ISSO within 30 days following the completion of the internship. *

☐ Sufficient resources, plant, equipment, and trained personnel will be available to provide the internship program. *

☐ Internship evaluations will be submitted to ISSO within 30 days following the completion of the internship. *

☐ Sufficient resources, plant, equipment, and trained personnel will be available to provide the internship program. *

☐ Continuous on-site supervision and mentoring of the Student Intern will be provided by experienced and knowledgeable staff. *

☐ The Student Intern will not displace full-time, part-time, temporary, or permanent American workers, or serve to fill a labor need. *

Submit

- **(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

[MAIN PAGE](#) | [TEMP861438](#) | [HERMIONE GRANGER](#)

(*) Information Required

Person routing this e-form

CLIENT RECORD: HERMIONE GRANGER | TEMP861438

Full Name*

Purpose of this e-form

Approval and submission of Export Control Worksheet by the Office of Research Ethics.

As part of every J-1 application and/or extension, the university must determine whether or not an export license for access to controlled technology or technical data is required for the J-1 activity under the federal Export Administration and International Traffic in Arms regulations. If an export license is required, the hiring unit must not release or otherwise provide access to controlled technology or technical data to the employee until it has received from the U.S. Government the required authorization to do so.

Very few Iowa State University employees require an export license. The Office of Research Ethics will notify you if a license is required and assist you with the licensing process.

This request is for a current/future Ames Lab employee.

*

☐ Yes ☒ No

Instructions for this E-form

Step 1

Go to the [Office of Research Ethics website](#) for the *Export Control Worksheet*.

Step 2

Follow the instructions on the *Export Control Worksheet* and forward it to the Office of Research Ethics to finish this e-form.

Step 3

The same day you send the completed *Export Control Worksheet* to the Office of Research Ethics, click submit to route this e-form to the Office of Research Ethics. This timing is key to ensure the Office of Research Ethics is able to easily match the *Export Control Worksheet* with the corresponding Export Control Worksheet e-form.

Step 4

Watch for an e-mail from the Office of Research Ethics notifying you that this step has been completed. Completion of the Export Control Worksheet process will unlock the Departmental J-1 Compliance Certification for completion as the last step in this request.

Routing E-Form to Office of Research Ethics as a Second Approver

Office of Research Ethics (ORE) Contacts:

Matt House, 4-0269 Brooke Langlitz, 4-7793

ORE e-mail*

export@iastate.edu

Re-type ORE e-mail*

export@iastate.edu

[Save Defaults](#) [Save Draft](#) [Submit](#)

- **(10) Export Control Worksheet – Step 2**
 - Office of Research Ethics receives an email from issoscholar@iastate.edu 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

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***** SUBMISSION/CANCELLATION BLOCKED *****

You cannot submit this form until all prior required forms have been submitted.

(*) Information Required

Department of State J-1 regulations require the institution to assume numerous legal responsibilities to sponsor an J-1 Exchange Visitor. The international office has responsibility for ensuring institutional compliance with these regulations, but departments must agree to follow established University procedures in order to ensure compliance.

Person routing this e-form

CLIENT RECORD: HERMIONE GRANGER | TEMP861438

Full name*

ISU e-mail*

Phone (xxx-xxx-xxxx)*

999-999-9999

Routing this e-form to a Second Approver

Please route this e-form to the department chair or unit director for their approval.

The person designated on this form will receive an e-mail from isso@iastate.edu containing a link to the application for review and approval.

I am routing this e-form to:

Department / Division / Unit*

Full name of Department Chair/Division or Unit Director*

Position title*

ISU e-mail*

Re-type ISU e-mail*

ISSO Process

ISSO receives an alert and begins work on the Form DS-2019 required for the J-1 Exchange Visitor to apply for a visa and enter the United States.

Please allow up to **ten work days** for your request to be processed.

Once Form DS-2019 is prepared for your employee, an ISSO staff member contacts the individual designated below, or sends Form DS-2019 via campus mail according to the delivery method entered in this section.

Who will mail the DS-2019 and accompanying packet to the future Student Intern?

Full name*

Campus address*

Campus phone (xxx-xxx-xxxx)*

999-999-9999

Delivery method*

Important Notes

The J-1 regulations prohibit electronic transmission of Form DS-2019.

Please notify ISSO if the exchange visitor cannot arrive and check in with the ISSO on or before the start date on Form DS-2019. This advance notification allows ISSO to amend the program start date on Form DS-2019 to prevent it from cancellation by the Department of State and the Human Resource Coordinator to adjust the appropriate date in Workday.

- **(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.