



DOCUMENT CHECKLIST

Departments must request the DS-2019 through the VU Student Intern Application in REDCap and the following documents must accompany the request. **Please collect all of the documents below prior to submitting the VU Student Intern Application online.** Please submit the application a minimum of 2-3 months in advance of the prospective scholars start date to allow sufficient time for the visa application process with the US Consulate.

Prospective Intern Name: _____

Sponsoring Department: _____

DEPARTMENT DOCUMENTATION

- Complete the online [VDEQ](#) for the prospective Student Intern
- Letter of invitation to the internship program provided by the sponsoring department to the student intern
- Supervisor Agreement to the Terms of Sponsorship of a J-1 Student Intern
- Collected supervisor responses for the DS-7002 Training Plan fields—use the Internship Activities and Goals sheet to collect this information.
- Proof of English proficiency (if being demonstrated by interview)

PROSPECTIVE STUDENT INTERN DOCUMENTATION

- J-1 Student Intern Application
- J-1 Health Insurance Acknowledgment
- Proof of English proficiency (if documented by test scores or certificate/statement from home institution)
- Copy of passport bio page for intern and any dependents
- Documentation in English of enrollment and good standing from current institution - can transcripts or a statement/letter written on official university stationery/letterhead
- Signed letter of approval for participation in J-1 Student Intern program from the intern's home institution's dean or academic advisor
- Funding documentation showing support for the intern and any dependents. If the internship will not be supported by Vanderbilt University funds. Personal funding documentation must be in English, and the amount must meet the minimum J-1 living expenses determined by ISSS.
- Written statement from prospective intern describing how the internship will assist in fulfilling the intern's educational objectives and academic course of study

Note about DS-2019 and DS-7002 (T/IPP)

ISSS will complete the DS-7002 Training/Internship Placement Plan (T/IPP) and a copy must be sent to the intern and supervisor for review. Please notify our office if corrections are needed. If all is correct, both the student intern and the supervisor will need to sign their respective signature page. Once each individual has provided the signature page, please send a scanned copy to ISSS. Our office will complete the DS-2019 and send with the T/IPP to the department. The T/IPP will contain the ISSS advisor's original signature. The department should insert the original supervisor signature page and ship both forms to the Intern. The intern will need to sign both the DS-2019 and T/IPP before his/her visa interview.