

## J-1 Student Intern DS-2019 Checklist

The following is a list of documents required to process Form DS-2019 for a prospective exchange visitor coming to LSU as a Student Intern. For your convenience and ours, please submit all documents at the same time to the attention of Loveness Schafer, International Services, 101 Hatcher Hall. **Please allow three weeks for processing.** Please call Loveness Schafer at 578-3191 if you have questions.

- J-1 Student Intern Request Form** signed by the head of the sponsoring Department
- Student Internship Placement Plan** (completed by the Student Intern's LSU supervisor)
- English Language Assessment and Verification Form**
- Department Agreement Form** signed by LSU faculty supervisor and Department head
- Student Agreement Form** signed by the student intern
- Letter from the student's academic advisor abroad, verifying that the student is enrolled in and pursuing a degree at an accredited post-secondary academic institution outside the US, and is in good academic standing at his/her home institution
- Copy of passport
- Curriculum Vitae
- Information on the source of funds needed to support the intern during their stay at LSU.

One or more of the following must be provided to satisfy this:

- Approved copy of WorkDay form showing the salary of the intern
- A letter from a university, a government agency, or other funding agency or sponsor, showing amount of funding and funding dates.
- Bank letters showing funds available for the period of stay at LSU.

The minimum amount of money required for living expenses and insurance is \$1,300.00 per month.

### **Documents in Foreign Language**

Attach an English translation for any document you submit that is not in English. The translator of the document must certify to this effect:

I, \_\_\_\_\_, hereby certify that I am competent to translate from \_\_\_\_\_ language into English and that the attached is an accurate translation of the original document.

Name \_\_\_\_\_ Title \_\_\_\_\_ Address \_\_\_\_\_