

## Welcome to the *J-1 Student Intern DS-2019 Application* 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 Visiting Scholar.

### Overview of *J-1 Student Intern DS-2019 Application*

#### 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 INTERN COMPLETES THESE FIVE  
E-FORMS AFTER YOU HAVE GIVEN THEM ACCESS  
**\*\*ONLY GIVE ACCESS TO E-FORM #2 AND THE  
STUDENT INTERN WILL GET ACCESS TO ALL  
E-FORMS\*\***  
NOT NECESSARY TO GIVE ACCESS TO EACH  
E-FORM INDIVIDUALLY

### Completion and Routing for each e-form

*See pages 2-9*

*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)\*

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**

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

Yes  No

Upload approved Internship Program Request form \*

**Select File**

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

**--OR--**  Yes  No

**Please submit an Internship Approval form for this internship to the Office of the Senior Vice President and Provost's Office before continuing with this request.**

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](mailto:issoscholar@iastate.edu) with instructions to complete the J-1 Student Intern Eligibility e-form. Once there, they 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

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

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

- Student Intern receives an email from [isso@iastate.edu](mailto: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

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(\*) 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\*

**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.

#### Situation #1:

Are you currently in the U.S. in J-1 status now?\*

 Yes  No

Will you be transferring your active J-1 SEVIS record to Iowa State University or extending your J-1 program at Iowa State University?\*

 Yes  No

Since you will be **transferring** your current, active J-1 SEVIS record to Iowa State University, or **extending** your existing J-1 SEVIS record at Iowa State University, you are **not** required to provide documentation of your English proficiency.

**Submit**

### Situation #2:

Are you currently in the U.S. in J-1 status now?\*

 Yes  No

**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)
- Duolingo English Test Results (within the last 2 years, minimum 70)
- TOEFL iBT Score Report (within the last 2 years, minimum 40)
- IELTS Test Results (within the last 2 years, minimum 5.0)
- PTE Academic Results (within the last 2 years, minimum 38)
- Cambridge English Assessment (within the last 2 years, minimum 154)
- Proof of degree completion from a school where the language of instruction was English (bachelor's degree or higher)
- English is the only official language of your country of citizenship

Which option would you like to select?\*

**Submit**

### (3) Personal and Academic Information

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(\*) 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 is 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.

#### History of Previous Stays in the U.S.

Are you currently in the U.S.?<sup>\*</sup>

- Yes  No

Have you come to the U.S. in the past?<sup>\*</sup>

- Yes  No

### (5) Dependents (Spouse / Children)

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(\* Information Required)

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

- Yes  No

### (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.

#### 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 beyond August 1, 2023. Rates are subject to increase effective August 1, 2024.

Rates include one child. Add \$536 per month for each additional child.

**NOTE: Actual e-form will have up-to-date information**

	Basic Living Expense	Health Insurance	Monthly Total
Single Scholar	\$1,519	\$276	\$1,795
Scholar and Spouse	\$2,055	\$578	\$2,633
Scholar and Child	\$2,055	\$490	\$2,545
Scholar and Family	\$2,590	\$792	\$3,382

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

#### SSHIP Expenses

Number of calendar months in internship (Example: May 15 - July 15 is 3 calendar months, not 2)\*

0

SSHIP expenses expected (Example: If you are a single intern staying May 15-July 15, take 3 x \$276 = \$828)\*

0

#### Estimated Living Expenses

Length of internship in months (Example: May 15 - July 15 is 2 months in length)\*

0

Estimated Living Expenses (Example: If you are a single intern staying May 15-July 15, take 2 x \$1519 = \$3038)\*

0

#### TOTAL Expenses

Total estimated expenses for scholar, plus family if applicable, for length of Student Intern Program. (Add SSHIP and Estimated Living Expenses)\*

0

#### Funding from ISU sources

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

- Yes  No

#### Funding from non-ISU sources

Will you receive funding from non-ISU sources (examples: personal funding, scholarship, grant, etc.)?\*

- Yes  No

#### Confirmation of total funding for Student Intern Program

Total estimated expenses\*

0

Total ISU funding\*

0

Total non-ISU funding\*

0

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

• (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—Internship Supervisor, Department Admin, or Self—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](mailto:issoscholar@iastate.edu) with instructions to complete the ISU Financial Support e-form as shown below:

### (7) ISU Financial Support

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\*

**NOTES:**

Finance Delivery cannot accept "AWD" worktags; please provide the GR# associated with that worktag instead.

If your worktag requires a DD#, please provide it so Finance Delivery can process the billing.

**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](#). Please follow link to view current monthly SSHIP fees.

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 [issuship@iastate.edu](mailto:issuship@iastate.edu).

ISU host will cover the SSHIP health insurance expense for the duration of the internship.\*

Yes
  No

**Additional Funding from ISU Host Department**

The host department will pay a stipend to this student intern\*

Yes
  No

Host is providing additional in-kind support (e.g. meals and/or lodging with a family)\*

Yes
  No

Did you answer YES to any of the questions on this e-form, including the SSHIP health insurance question?\*

Yes
  No

Submit

--OR--

**Additional Funding from ISU Host Department**

The host department will pay a stipend to this student intern\*

Yes
  No

Stipend rate (numbers only)\*

0

Indicate frequency of pay\*

Total amount of stipend for period of internship (numbers only)\*

0

Host is providing additional in-kind support (e.g. meals and/or lodging with a family)\*

Yes
  No

Did you answer YES to any of the questions on this e-form, including the SSHIP health insurance question?\*

Yes
  No

Upload Letter of Invitation (or other support letter) from host to intern, itemizing support department will provide. \*

Select File

- **(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—Internship Supervisor, Department Admin, or Self—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](mailto: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\*

Employer ID number\*

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

Yes  No

ISU’s Worker’s Comp policy\*

Number of FT employees \*

Annual revenue

### Internship supervisor's information

Full name\*

Job title\*

ISU phone number (xxx-xxx-xxxx)\*

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\*

End date\*

Hours per week for internship\*

### Primary internship location

General site location\*

Primary internship location  
 General site location\*

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

Full department name (ex: Department of Chemistry)\*

City, State, Postal Code\*

Website URL for ISU department\*

### Additional internship location

Will the student internship occur solely on the ISU campus?\*

Yes  No

- **(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—Internship Supervisor, Department Admin, or Self—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](mailto: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)
  - Cystart User coordinating the request follows the instructions for the Export Control Worksheet, then uploads the completed worksheet to the Export Control Worksheet e-form and routes it to the Office of Research Ethics. The [export@iastate.edu](mailto:export@iastate.edu) e-mail address cannot be edited since 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 or future Ames Lab student intern.\*

Yes
  No

**Instructions for this e-form**

**Step 1**

Go to the **Office of Research Ethics website** for the Export Control Worksheet (ECW). Follow the instructions within the ECW.

**Step 2**

Upload a PDF of the completed and signed ECW to this e-form and click "submit" below.

**Step 3**

ORE will review the submitted ECW and will upload the ECW into Cystart once approved.

**Step 4**

You will receive an email from ISSO confirming that ORE submitted the approved ECW into Cystart.

**Export Control Worksheet**

Upload completed and signed ECW \*

Select File

**Routing E-Form to Office of Research Ethics**

Office of Research Ethics (ORE) Contacts:

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

ORE e-mail\*

Re-type ORE e-mail\*

Submit

- **(10) Export Control Worksheet – Step 2**
  - Office of Research Ethics receives an email from [issoscholar@iastate.edu](mailto:issoscholar@iastate.edu) with instructions to complete the e-form.
  - Office of Research Ethics staff will approve the *Export Control Worksheet*, re-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 also 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 J-1 Compliance Certification e-form can be accessed at any time you wish for routing to the department chair. You do not need to wait until all previous e-forms have been completed. ISSO will begin processing the request when all e-forms have been submitted.

**(11) Departmental Compliance Certification for J-1 Student Intern**

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

(\*) 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)\*

**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](mailto:isso@iastate.edu) containing a link to the application for review and approval.

**I am routing this e-form to:**

Department / Division / Unit\*

College / 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 Forms DS-2019 and DS-7002 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.

**Effective 4/27/2023, Department of State regulations now allow the electronic transmission of the Form DS-2019.**

Once the DS-2019 and DS-7002 are prepared for your student intern, an ISSO staff member will email the electronic version to your new student intern, and will notify the department that the email has been sent.

If your department desires to mail a paper copy of the DS-2019 and DS-7002 instead, please indicate this below, noting the delivery method preferred.

Does your department want to mail a paper copy of the DS-2019 and DS-7002 to the exchange visitor instead of ISSO emailing the electronic version?\*

Yes  No

**If so...**

**Who will mail the DS-2019, DS-7002, and accompanying packet to the future Student Intern?**

Full name\*

Campus address\*

Campus phone (xxx-xxx-xxxx)\*

Delivery method\*

**Important Notes**

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 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](mailto: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 only the information and document uploads that have been included in the application at that time.

## Confirmation that *J-1 Student Intern DS-2019 Application* is Complete and Submitted to ISSO

The HRC or Department Admin coordinating the application will receive an e-mail message from [issoscholar@iastate.edu](mailto: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, and the status will go to “Approved” after ISSO has determined that the Visiting Scholar’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 Forms DS-2019 and DS-7002 are ready to release to the student intern.