1. **Degree Requirements**
   - Student must be currently enrolled in and pursuing a degree at a degree-or certificate-granting post-secondary academic institution outside the U.S., or
   - Student must have graduated from such an institution no more than 12 months prior to the exchange visitor program beginning date, and
   - Student must enter the U.S. to participate in a structured and guided work-based internship program in his/her specific academic field.

   The degree information must be verified by one of the following:
   - A copy of the student’s transcripts
   - A letter from his/her academic institution
   - A degree certificate showing the date the degree was awarded

2. **Verification of English Language Proficiency (any of the following practices):**
   - An English language test (TOEFL, IELTS)
   - An interview conducted by the sponsor, either in person, by video-conference, or by web camera

3. **Area of Study**
   - The Internship must be related to the intern’s degree program.

4. **Site of Activity/Physical Location of Internship**
   - Site of Activity is expected to be at the location of the sponsor and/or
   - An alternate location where a contract exists between the sponsoring institution and the alternate site activity.

5. **Internship Sponsor**
   - Must provide training and internship programs only in the occupational category or categories for which the requesting Department has been designated as sponsors
     - Must provide continuous on-site supervision and mentoring of interns by experienced and knowledgeable staff in the field of the internship
   - Ensure that interns obtain skills, knowledge, and competencies through structured and guided activities such as classroom training, seminars, rotation through several departments, on-the-job training, attendance at conferences, and similar learning activities, as appropriate in specific circumstances
   - Sponsor will be required to submit one or two progress reports about the interns’ progress.
6. Financial Support
   • The prospective student intern must be able to show financial support in the amount of $1,200.00 per month. Personal finances can be shown with a bank letter, a recent bank statement (in English), or use the Office of International Programs Certificate of Financial Certification.
   • Student/Interns may be provided wages or a stipend during the period of internship.

7. Class Enrollment
   • Interns MAY NOT enroll in classes or join a degree program in the United States before obtaining permission to change his/her visa category.

8. Health Insurance Requirement
   • The U.S. Department of State (DOS) requires all J-1 exchange visitors and J-2 dependents to obtain adequate health insurance coverage for the duration of their programs in the U.S. (Code of Federal Regulations [22 CFR § 62.14]).

   Required coverage
   • Medical benefits of at least $100,000 per accident or illness;
   • Death and repatriation of remains in the amount of $25,000;
   • Medical evacuation of the exchange visitor to his or her home country in the amount of $50,000; and
   • A deductible not to exceed $500 per accident or illness.

9. Required Documents
   • Letter of invitation
   • DS-2019 Request Form
   • Proof of English language proficiency
   • Proof of financial support or funding
   • Biographical passport page
   • Academic Transcripts
   • DS-7002 Training Internship/Placement Questionnaire
   • Clearance by the Office Export Control

10. Distribution of Tasks (color coded)
    • Department/host completes tasks in green font
    • Student completes tasks in red font
    • OIP, host and student/intern complete task in blue font
    • OIP generates DS-2019 and DS-7002
    • OIP obtains Export Control clearance