

DS-7002 Information Form

A J-1 Student Intern is required to present a Training/Internship Placement Plan, known as the Form DS-7002, when applying for a J-1 visa at a U.S. embassy or consulate. The DS-7002 outlines the proposed internship. It demonstrates that the Student Intern and the hosting University of Florida department have agreed on the educational research objectives that will be reached during the internship program. It also explains how the Student Intern will be supervised throughout the internship.

The primary faculty supervisor must complete and sign this form. After you submit this form to EVS, a J Advisor will review and respond. If the information is approved, the J Advisor will enter the information into SEVIS and print the final SEVIS generated DS-7002. The primary faculty supervisor and J-1 Student Intern must sign and return the final SEVIS generated DS-7002 in order for EVS to issue the Form DS-2019. The DS-2019 is the document that permits a prospective exchange visitor to seek an interview at a U.S. embassy or consulate in order to obtain a J visa to enter the United States. **This form cannot be scanned and must be saved as an attachment with all applicable fields filled.**

Section 1: Participant Information

1. Name: _____
2. Email Address: _____
3. Current Major/Field of Study: _____
4. Type of Degree in Progress: _____
5. Expected Date of Graduation (*mm-dd-yyyy*): _____

Section 2: Primary Site of Activity and UF Compensation

6. Site of Activity Name: _____
7. Site of Activity Physical Address: _____
8. Name of Affiliated UF College: _____
9. Employer ID Number: 596002052
10. Number of FT Employees Onsite at Location: 17,160
11. Annual Revenue: \$25 Million or More
12. UF Host Department Website URL: _____
13. Worker's Comp Policy: Yes If yes, name of carrier: State of Florida
14. Worker's Comp Policy for Exchange Visitor: _____
15. Internship Hours per Week (minimum of 32 hours/week): _____
16. Stipend: _____ If yes, how much: \$ _____ per _____
17. Non-Monetary Compensation Value (if applicable): _____

Section 3: UF Faculty Supervisor Information

18. Name: _____
19. Title: _____
20. Email: _____
21. Phone Number: _____

Section 4: Internship Phase Information

Please note italicized descriptions to assist in completing the "Internship Phase Information" section.

22. **Phase Name:**
The phase name cannot be "N/A" or "None". There must be a name assigned to this internship phase, such as "Student Internship" or "Phase One".

23. **Training/Internship Field:**
The specific academic field of the internship, such as engineering, animal science, etc.

24. **Description of the Student Intern's Role:**
Provide a description stating specifically how the internship will complement the Student Intern's academic program at his or her home institution. This needs to address what he or she will be doing in order to reach his or her learning goals.

25. **Specific Goals and Objectives for this Phase:**
Give a precise description of what the Student Intern hopes to accomplish. The specific goals and objectives need to demonstrate what will be learned by the Student Intern.

26. **Names, Titles, and Qualifications of Those Who Will Provide Daily Supervision:**
Summarize the academic and supervisory qualifications of the PI who will have continuous supervisory responsibilities.

27. What Plans are in Place for the Student Intern to Participate in Cultural Activities While in the United States?

American cultural activities are a requirement of the J-1 Student Intern regulations. The expectation is that, as the host department, you will provide the Student Intern with planned, intentional American cultural experiences. It is not sufficient for the Student Intern to simply have incidental contact with domestic students or researchers during their internship.

Planned Host Department Cultural Activities:

*Include all cultural activities planned by the UF host department for this Student Intern. Planned EVS activities listed below **cannot** be included in this section. **This section cannot be left blank.***

Planned Exchange Visitor Services Cultural Activities: The Exchange Visitor Services unit (EVS) at the UF International Center provides cultural exchange opportunities through promotion of on and off-campus via their mailing list. EVS provides information on local activities during the mandatory J-1 check-in and sponsors frequent cultural events for all J visa holders.

28. What Specific Knowledge, Skills, or Techniques Will Be Learned?

Outline the skills and knowledge the participant will gain as they work toward the internship goals. Provide substantial details explaining the knowledge, skills, or techniques related to the field that the participant will have learned if they achieve the goals of the internship.

29. How, Specifically, Will These Knowledge, Skills or Techniques Be Taught?

Explain how the faculty supervisor will conduct the internship. Include specific tasks and projects the participant will complete and how this training method is relevant to what the Student Intern needs to learn.

30. How Will the Student Intern's Acquisition of New Skills and Competencies Be Measured?

Describe how the faculty supervisor will evaluate the Student Intern's performance considering the goals and objectives described in this training plan. Explain how evaluations of the Student Intern's progress will be conducted and communicated to the Student Intern's home institution abroad.

Section 5: Mandatory Internship Evaluations

In accordance with US Department of State Regulations, the faculty supervisor of a J-1 Student Intern must provide an evaluation of the Intern's progress and performance. J-1 Student Intern Evaluations must be completed at the end of the internship, and those internships which last longer than 6 months also require at least one additional mid-program evaluation (to be undertaken at the mid-point of the program). An electronic copy of each evaluation must be submitted to Exchange Visitor Services (EVS). To process an extension of an internship, a completed intern evaluation must be submitted with the request for program extension.

[The evaluation form can be found here.](#)

Section 6: - Faculty Supervisor Certification

I, [name of Faculty Supervisor], certify that:

1. I have reviewed, understand, and will follow this Training/Internship Placement Plan (*T/IPP*);
2. I will contact EVS at the earliest possible opportunity if I believe that the Trainee or Intern is not receiving the type of training delineated on this T/IPP;
3. I will actively support EVS by adhering to all applicable regulatory provisions that govern this program (*see 22 CFR Part 62*);
4. The Trainee or Intern named in this T/IPP will not displace full-or part-time, seasonal or permanent American workers, or serve to fill a labor need;
5. I will conduct the required periodic evaluations of the Trainee or Intern named in this T/IPP;
6. I will notify the designated EVS contact at the earliest available opportunity regarding any concerns about, changes in, or deviations from this T/IPP.
7. I will notify EVS in the event of an emergency involving the Trainee or Intern named in this T/IPP, as well as any information that I receive about the Trainee or Intern that might have an effect on that exchange visitor's health, safety, or welfare;
8. I will notify EVS if I receive information regarding a serious problem or controversy involving the Trainee or Intern named in this T/IPP that could be expected to bring the Department of State, the Exchange Visitor Program, or the Sponsor's exchange visitor program into notoriety or disrepute;
9. I am participating in this Exchange Visitor Program in order to provide the Trainee or Intern named in this T/IPP with training or an internship as delineated in this T/IPP;
10. I certify that this training or internship meets all the requirements of the Fair Labor Standards Act, as amended (*29 U.S.C. 201 et seq.*) I also certify that training or internships in the field of agriculture meet all requirements of the Migrant and Seasonal Worker Protection Act, as amended (*29 U.S.C. 1801 et seq.*).
11. I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form

_____ I understand and agree to the J-1 Student Intern qualifications, requirements, and restrictions listed on the UF International Center website.

Signature of Faculty Supervisor

Date (*mm-dd-yyyy*)

Printed Name of Faculty Supervisor