

New J1 Student Intern Submission Checklist

Name exactly as shown on passport (Last, First): _____

UFID: _____ Start Date: _____ End Date: _____

- [UF Student Intern Form](#) (Last page must be signed by Student Intern)
- Passport Scan for J1 (and any J2 dependents who will be requested to be added the J1's SEVIS record)
- Signed UF Invitation or Offer Letter following the EVS template found on our [website](#), including:
 - Refer to student as a "J1 Student Intern"
 - Exact program dates in MM/DD/YYYY format
- CV or Resume **in English**
- [Processing Fee](#) Receipt for J1 (and any J2 dependents to be added to the J1's SEVIS record)
- Funding in English with type of currency specified (\$1,500 per month for length of program to show proof of support for our estimated cost of living)
 - A) UF Funding**
 - This must be indicated within the offer letter. Please list the amount and duration clearly, e.g. \$1,500/month or \$18,000/year.
 - B) Third-Party funding**
 - This should be indicated by a letter from the party providing funding, such as a foreign institution, scholarship, or employer. The letter must be in **English**, on letterhead, include the funding amount being provided, and clearly state the funding will be available during the J-1's program at UF.
 - C) Personal Funding**
 - This must be indicated by an **ENGLISH** bank statement in the J-1 Exchange Visitor's name that includes the date of the statement and the type of currency.
 - D) Funding by a friend or family member**
 - This must be indicated by a completed [Certificate of Financial Responsibility](#)
- [Approval of Participation Form](#) (Must be completed by an official at the student intern's home institution)
- [Supervisor Invitation Form](#)
- Completed** DS-7002 Internship Placement Plan Information Form) including:
 - Please note, this form must be typed, saved, and sent to EVS in a fillable format
 - Date Awarded field: Projected date the student will complete the current degree
 - Type of Degree field: Bachelor's, Master's, etc.

-All phase information including the description fields below must be completed in detail. If more than one phase attach multiple pages

Full procedure details and needed links, instructions, forms and email templates for inviting a J-1 Student Intern are located on the [main EVS website](#).