Checklist for DS-2019 for J-1 Student Intern

The following is a list of documents that the International Services (IS) office requires in order 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 documentation at the same time. Please forward the documents to the attention of Loveness Schafer at IS, 101 Hatcher Hall. Please allow two months 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
- **Training Plan (Form DS/7002)** (Training /Internship Placement Plan -T/IPP) completed by the LSU supervisor, and signed by the student intern and the supervisor. Must be reviewed by international services before sending to the student for signature.
- **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 HRS 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______________