LSU J-1 UNDERGRADUATE INTERNATIONAL STUDENT INTERNSHIP PROCESS

1. INTERN
Submits to LSU Host Unit:
- Application for internship; Bio Info
- English language verification (eg TOEFL)
- Student Agreement Form
- Letter from academic advisor, verifying that intern is enrolled at the HOME INSTITUTION and is in good standing
- Source of funding; CV; Copy of passport

2. LSU HOST UNIT (HU)
Submits to International Programs (IP)/International Services (IS) formal request to host intern:
- Completed Request Form
- Internship Agreement (as applicable), represented by the provost (currently Dr. Richard Koubek) on behalf of LSU
- Training/Internship Placement Plan (completed DS-7002)
- Documents submitted by intern in #1

3. INTERNATIONAL PROGRAMS (IP)/INTERNATIONAL SERVICES (IS)
- IS reviews Request Form, DS-7002, and packet
- IS submits recommendation to Associate Vice Provost (AVP) for approval
- AVP obtains provost’s signature on the Internship Agreement (as applicable), or negotiates agreement with HI
- IS returns DS-7002 to LSU Unit for supervisor to sign and obtain intern’s signature
- IS signs DS-7002 last and issues DS-2019
- IS forwards final DS-7002 & DS-2019 to HU along with info about visa application procedures, travel, health insurance, etc.

4. LSU HOST UNIT:
Sends packet to INTERN

5. INTERN
- Applies for visa
- If visa is approved, travels to US and applies for admission at US Port of Entry
- Upon arrival at LSU reports to IS for mandatory immigration orientation

6. HRM/RISK MANAGEMENT
AVP consults with HRM/Risk Mgt if necessary.

7. LSU HOST UNIT
- Supervisor provides training in accordance with the Training/Internship Placement Plan on DS-7002 and provides periodic evaluation
- Supervisor completes a concluding written evaluation at the end of the internship (mid and final eval if internship is longer than 6 months)
- Supervisor submits a copy of the eval to IS and gives/sends a copy to intern.