J-1 Flow of Paperwork:
Student Intern Category

Intern’s LSU supervisor completes Form DS-7002 (Training/Internship Placement Plan) and signs the “supervisor” portion of the form.

IS (International Services) reviews the Training Plan and returns it to the Department once it has been approved.

Department obtains intern’s signature on “participant” portion of the Training Plan and returns it to IS, along with a completed J-1 Student Intern Request Form and all of the documents listed on the J-1 Student Intern Checklist.

IS issues a DS-2019 Form (immigration document), signs the “sponsor” portion of the Training Plan, and returns these forms to the Department.

Department sends the visa documents packet to the intern.

Intern pays the SEVIS fee and applies for a J-1 visa to enter the US.

Intern completes a mandatory check-in with IS upon arrival at LSU.

Department conducts mandatory evaluations of the intern: one evaluation at the program’s conclusion, plus one midpoint evaluation if the program is longer than six months.

At the conclusion of the program, the Department returns intern evaluation forms to IS.