



Office of International Affairs  
*International Student & Scholar Services*

## J-1 STUDENT INTERN CHECKLIST

Step 1: Compile the following documents/information

### Documents From Department

- \_\_\_ **Faculty Sponsor Agreement:** On department letterhead, signed and dated
- \_\_\_ **DS-7002 Training/Internship Placement Plan** with section 2 (page 1) and Section 4 (page 3) completed by University of Colorado Denver supervising faculty member. CU Denver faculty member signs as “supervisor” on page 2.

### Information From Department

- \_\_\_ **Proof of English Proficiency:** IELTS/TOEFL Score, Verification from English School, or Performed Interview by Proficient English Speaker. (Please see additional document on information about standards)
- \_\_\_ **HR Position Code** for the Invited Scholar’s position (if paid by CU Denver)
- \_\_\_ **Title, Phone and E-mail for Faculty, Dean, Department Chair, or Director of Sponsoring Unit**
- \_\_\_ **Physical Street Address & Location of where scholar will perform duties**
- \_\_\_ **FedEx Speed Type** if ISSS will be shipping for you
- \_\_\_ **Subject Field Code**

### Documents From Invited Scholar

- \_\_\_ **Passport identification page for scholar and any previous immigration documents in U.S.**
- \_\_\_ **Certification of good standing and progress towards a degree from home institution**
- \_\_\_ **Current Curriculum Vitae/Resume**
- \_\_\_ **Evidence of any non-University of Colorado Denver financial support:** Document should be in English and with currency amounts in U.S. dollars.
- \_\_\_ **Passport identification page for each family member** [spouse and/or child(ren)] (if requesting J-2 status)
- \_\_\_ **Proof of Insurance or Verification of Insurance**

### Information from Invited Scholar

\_\_\_\_\_ **Completed Section 1 of the DS-7002 Training Internship Plan**

\_\_\_\_\_ **Contact Information:** e-mail address, phone number, physical & mailing address

\_\_\_\_\_ **Student Intern Attestation Form**

## Step 2: Complete the Online DS-2019 Request Form

In order to complete the online form you will need to have compiled all of the documents in the previous step. The form can be saved, but it will be easiest to have all documents ready before attempting to complete the online form.

All document will need to be in electronic form such as .jpg, .pdf, .doc or another compatible document.

Please complete the following online form here: [http://ucdenver.link/ds2019\\_request](http://ucdenver.link/ds2019_request)

If you have issues or edits to the form please contact Nathaniel Lynch ([nathaniel.lynch@ucdenver.edu](mailto:nathaniel.lynch@ucdenver.edu))

## Step 3: Send Required Original Documents to ISSS

Please send the **original DS-7002** with Signatures to the address or office below:

By mail: International Student & Scholar Services,  
P.O. Box 173664, Campus Box A0005/185,  
Denver, CO 80217

Delivery: Lawrence Street Center  
International Student & Scholar Services,  
1380 Lawrence Street, Suite 932  
Denver CO 80204

OR

Anschutz Medical Campus  
International Student & Scholar Services,  
Building 500, 8<sup>th</sup> floor, Room C8000D  
Aurora CO 80045