
Last Name

First Name

Middle Name

Name of Departmental Contact: _____

Department: _____ Campus Box: _____

Email _____ Telephone _____ 612 792 reW*

higher learning in the U.S. or at a foreign institution utilizing English as the language of instruction may use this option. Applicant must submit a copy of their diploma with the DS-2019 application materials. Supporting evidence confirming instructional language may be required.

The department conducted an interview either in-person or by videoconferencing (or by telephone if videoconferencing was not a viable option). Please see [J-1 English Proficiency Evaluation](#) [] for more information.

Will the Exchange Visitor be offered medical insurance through WSU as a fringe benefit? No Yes

The department must provide the Exchange Visitor with an Invitation Letter that lists:

- Their position as

Will the Exchange Visitor be working on any research projects or in a University lab or research/testing facility?

No

Yes

By bringing an Exchange Visitor to the U.S., the WSU department agrees to the following ():

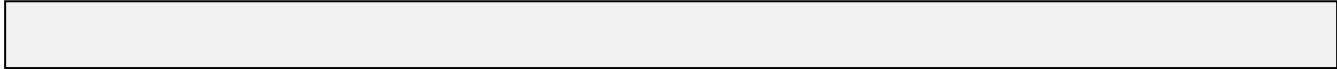
_____ 1) Provide any needed documentation if requested by Human Resources or Payroll.

_____ 2)

- _____ 13) The internship must consist of a minimum of 32 hours per week
- _____ 14) The internship tasks may consist of no more than 20 percent clerical work
- _____ 15) Department must provide ongoing supervision by a WSU staff member and others, as applicable
- _____ 16) The internship cannot involve a staff/employment agency in any way
- _____ 17) All tasks assigned must be necessary for the completion of the student internship program
- _____ 18) The student intern category is not possible for any position involving the following:
 - Unskilled or casual labor
 - Child care or elder care
 - Aviation
 - Clinical positions or engaging in any other kind of work that involves patient care or contact such as physical therapy, counseling, nursing, dentistry, social work, speech therapy, or early childhood education
 - Any position, occupation, or business that could bring the Exchange Visitor Program or the Department of State into notoriety or disrepute
- _____ 19) If the department engages a third party to assist it in the conduct of the student internship program, the third party must have an "executed written agreement" with WSU that outlines "the full relationship between the sponsor and the third party on matters relating to the administration of the exchange visitor program"
- _____ 20) An amended DS-7002 is required when there is a change in the site of activity, the exchange visitor's direct supervisor, or in the purpose or activities within a phase.

The Office of International Education will do the following:

- 1) Assist the Exchange Visitor and family members with immigration-related questions.
- 2) Validate the Exchange Visitor in SEVIS and maintain all immigration-related paperwork.
- 3) Monitor the Exchange Visitor's compliance with J-1 visa regulations including the medical insurance requirement.
- 4) Provide an orientation for the Exchange Visitor and all family members that includes information on how to maintain their immigration status, the change of address reporting requirement, what to do if traveling outside of the U.S., and other regulatory requirements.



This form must be signed by all parties below and be submitted with Exchange Visitor application, résumé or CV, passport copy, draft of the offer letter, etc.

including the

_____ Supervisor	_____ Date
_____ Department Chairperson	_____ Date
_____ Dean	_____ Date
_____ Office of Export Controls and Compliance	_____ Date
_____ Office of General Counsel	_____ Date
_____ Office of the Provost	_____ Date

Send this form and all supporting docs to Dean for signature.

Send this form and all supporting docs to