



VISA Office
 Crawford Hall/Room 320
 10900 Euclid Avenue
 Cleveland, Ohio 44106-7047



J-1 STUDENT INTERN APPLICATION INITIAL ELIGIBILITY REVIEW CHECKLIST

- Department Verification Form [signed by department chair/director]
 from department] (If student has official English language scores, disregard the Verification Form.)
- J-1 Student Intern Student Application and Internship Certificate Form:
 See that students fill out this form as well as their home institution, as outlined on this form
- DS-7002 completed by Department and Student (available on the [DOE website](#))
 Step 1: Department fills out their section and signs
 Step 2: Student Intern fills out their section and signs

Upon completion of these forms, the Department should send them to the VISA Office via email (visa@case.edu). The initial eligibility of the intern and the J-1 student intern will be reviewed. A review will be made in **5-7 business days**.

BY NEXT STEPS/DURATION OF STUDENT

1. After receipt of all required forms, the initial application to the VISA Office will determine eligibility for the J-1 Student Intern program. Both the student and the opportunity must meet eligibility criteria for sponsorship.
2. Department will be notified of the results of the application and will be required to pay a \$550 fee for those that qualify.
3. A DS-7002 will be created in our Terra Dotta system (visas.case.edu) for the student intern to access and upload remaining application requirements (proof of financial ability, etc.). Applications received by the VISA Office on or before 12/15/2019 will be processed within **5-10 business days** of the student submitting all required material.
4. The VISA Office will email the DS-7002 and DS-7002 to the student via email.
5. The J-1 Student Intern will be required to apply for a J-1 visa at a U.S. consular post.
6. The J-1 Student Intern may arrive in the US on or before 12/15/2019. The J-1 Student Intern must be listed on the 2019-2020 J-1 Student Intern list.