Submitting a J-1 Student Intern Request

The J-1 Student Intern category is used only for individuals who have not yet earned a bachelor’s degree.

→ We recommend you collect the passport biographical page from the prospective student intern before starting this process.

1. Log into Sunapsis (see Instructions for Logging Into Sunapsis)

2. Click on ‘Departmental Services’ in the menu

3. Select ‘Add New Person’ (assuming the individual has not visited UMB in the past. It is very unlikely a student intern will have spent time at UMB previously).
4. Use the student intern’s passport to complete this page and click ‘Add New Person’

5. The person you added will appear in the “Case Information Display” – click on J-1 Student Intern Request to begin the request forms.
6. The Student Intern E-form Group will appear. We recommend you begin on the top form, “J-1 Student Intern Information”

7. The Student Intern Information form should be completed by the student intern, so click on “GIVE THE CLIENT ACCESS TO COMPLETE THIS SECTION”
8. Fill in the student intern’s email address and click send e-mail, you will receive a copy of the e-mail they receive. You will also receive an e-mail when they complete the form.

9. You will get re-directed to the list of J-1 Student Intern e-forms. You may notice that it is now showing the ‘draft’ symbol in the “J-1 Student Intern Department Request”, this is because you started the request by sending the “J-1 Student Intern Information” form to the student intern, even though at this time you have not made a draft of the department request form.
10. We suggest you start the “J-1 Student Intern Department Request” next.
   a. This form collects information about the faculty supervisor, dates of visit, research/activity description, site of activity, financial support information, and collection of the offer letter.

11. Next is the J-1 English Language Proficiency form, which is the same as it is for the standard J-1 request.
   a. You should complete this after the Student Intern submits their Information e-form. This is how you will know if the individual has supplied documentation of English proficiency, or if your department will need to conduct a proficiency interview. Contact OIS with any questions about the interview or to request the training.

12. The next form is the J-1 Student Intern Training Plan. This is a relatively easy form for you, as the department contact to complete, as you just need to put in the faculty supervisor’s Name and Email, and the form will then get assigned to the faculty member.
13. Your faculty will get an email that looks like this, and they’ll click on the circled link:

Dear Dr. Joe Smith:

The Office of International Services (OIS) requests that you review / comment on the following request submitted to our office. If you have any questions please contact OIS and ask to speak to an advisor. Thank you for your time and attention to this matter.

Please follow the link below to respond to this request:

J-1 Student Intern Training Plan
Client Name: Gina Dreyer
Client ID Number: 123456
Your Login ID: gdpreyer
Your Password: 639BF07-FF

Office of International Services
Tel: 410765488
Email: ois-info@umd.edu
Web: www.umd.edu

CONFIDENTIALITY NOTICE: This email message, including all attachments, is for the sole use of the intended recipients and may contain confidential and privileged information.

14. They will need to login using the Login ID and Password in their email:

(HINT: If they do a lot of these, the browser might save the password from a previous request, so if they are experiencing an issue logging in, this may be the cause, and they should just be sure to copy and paste the password from the email into the password field in the browser)
15. They will then be directed to the Student Intern Training Plan. This form asks the questions that are found on the DS-7002, which is a required form for all students in the Student Intern category. It assures the government that a well-planned training opportunity is taking place. 

   a. This form cannot be saved as a draft, so we have uploaded a Microsoft Word Document with all of the questions that they can use to craft their responses and then copy and paste their responses into the form.

### J-1 Student Intern Training Plan

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**Comments / Review for J-1 Student Intern Training Plan**

A training plan is required for all J-1 Student Interns. You will need to complete the below fields about the student intern's training.

We recommend you use this Word document to draft your responses and then copy and paste into this e-form to submit.

**Faculty Supervisor Title:**

**Faculty Supervisor Phone Number:**

**Faculty Supervisor Fax Number:**

**Phase Information**

Each Training/Internship Placement Plan should cover a definite period of time and should consist of definite phases of training or tasks performed with a specific objective for each phase. The plan must also contain information on how the trainees/interns will accomplish those objectives (e.g., classes, individual instruction, shadowing). Each phase must build upon the previous phase to show a progression in the training/internship.

If there will be more than one phase, you will need to complete and upload a Word doc that provides details of all of the below required fields for additional phases.

**Phase Site Name:**

**Training/Internship Field:**

**Phase Site Address:**

**Phase Name:**

**Start Date of Phase:**

**End Date of Phase:**

**Number of Hours Per Week (must be at least 32 hours per week):**

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16. Once all forms are submitted to our office, we will begin our review and should be in touch within two weeks.

17. We will be issuing a DS-7002 in addition to the DS-2019. We will email out a PDF of the DS-7002 and the student and faculty supervisor will each need to sign it. We then email fully signed DS-7002 and DS-2019 to the student intern via email.