



University Center for International Education
3640 Colonel Glenn Hwy
Dayton, OH 45435-0001
(937) 775-5745
Fax (937) 775-5776
<http://www.wright.edu/ucie/>

REGARDING STUDENT INTERN PROGRAM (J-1 VISA)

Dear WSU Faculty Member,

On behalf of the University Center for International Education (UCIE), I would like to congratulate you on your decision to utilize the Wright State Student Intern Program. The Intern Program is a subset of the opportunities available through WSU's Exchange Visitor Program authorized from the US Department of State. This information sheet is prepared to streamline the application process and make it as easy as possible for your department and your prospective student intern.

In this packet you will find:

- 1) WSU Student Intern Application - *this application is **to be completed by the student** you have chosen for an internship.* The application provides WSU with the information we need to create the immigration documents necessary to facilitate your student-intern to enter the US.
- 2) Photocopies of the Form DS-7002 - ***to guide you in completing this form.*** *The DS-7002 must be completed by the sponsoring WSU faculty or staff sponsor- signed by you and then sent to the UCIE with the rest of the completed application materials. **You may complete the DS-7002 form attached with this email.***

Please also direct your prospective intern to review and complete the following documents if he/she plans to live on campus:

- The WSU Housing Application which can be found on the web site below:

<http://www.wright.edu/ucie/student/housing.html>

We recommend also that you send a letter from your department to the prospective student intern, to clearly review all the expectations of the acceptable arrival period and further clarifying any program details you specified in the DS-7002. We have found that letters of this nature are of great assistance to the students especially if it includes information about their scheduling, pay/stipend, and any other pertinent information that your department needs to share with them. Your letter should also list a name and contact information for you or a staff member in your department who could meet the student when she/he first arrives in Dayton. UCIE will notify you when all the necessary visa documents have been prepared and are ready for you to mail to your student intern.

Continued on page two

Page two – Form DS-2019 Request

Finally, your intern is going to need to include the following items in their application materials:

- ✓ Clear copy of his/her passport ID page
- ✓ TOEFL or IELTS scores (or a statement from you that you have interviewed your intern and found his/her English proficiency to be acceptable)
- ✓ Financial statement from bank or sponsoring governmental agency. This form must indicate that the student can support themselves during the WSU Intern Program in your Department. The amount that must be reflected on this statement must match the amount to be listed on the DS-2019 UCIE will prepare for your Student Intern. It is expected that the student will have available from all sources a minimum of \$1200/mo.

Please note that all of these documents must accompany the intern's application for submission to UCIE. Failure to submit all documents will result in a delay in the processing of your intern's immigration documentation.

Once your student intern has submitted all his/her application materials to you, please forward these documents in original or scanned form to:

Steve Lyons, Assoc. Dir, UCIE
E190 Student Union, Wright State University, Dayton, OH 45435
937.775.5747 (Office); 937.775.5776 (Fax)
Steven.Lyons@wright.edu

Please note that the processing of all intern immigration documentation will require approximately 5-6 working days from the time that the full set of properly completed application materials is received in the UCIE office. Since visa application waiting periods at the US Consulate are a frequent reality, please plan for these opportunities well in advance since travel arrangements are usually postponed until the student/intern has confirmed that their visa has been approved.

Should you have any further questions or concerns regarding this process, please do not hesitate to contact the UCIE office. We are happy to be of assistance.

Sincerely,

Steve Lyons, Assoc. Dir., Univ. Center for Int. Education

Phone: 937-775-5747