

J-1 Student Intern Preparation Guide for Administrators

Gather the required information below to complete a New Student Intern Request:

1. Student's name, email address and date of birth
2. Internship Information
 - a. Start and End Date
 - b. Name of faculty supervisor
 - c. Subject Field Code
 - i. This is a CIP code that best matches the activities of the invited student intern and usually reflects the focus of the department.
International Center Staff will review the selection made by the requestor. It is recommended that you make your best attempt at selecting a subject.

More information and descriptions of all of the codes can be found here: <https://nces.ed.gov/ipeds/cipcode>. If you are unsure of what a selection covers, we recommend searching the name of the code on this site.
 - d. DS-7002 Training Plan created by Tufts faculty
 - i. Use the [DS-7002 Intake Form](#) to collect the information
 - e. Upload approval letter signed by Department Chair and School Dean
 - f. Confirmation of Visiting Scientist Agreement (Required for Dental School)
 - g. Provide Department ID for visa processing fee of \$650
3. English Language Proficiency Verification
 - a. One of the following measures must have been made by the department, faculty, or sponsor:
 - i. In-person interview
 - ii. Videoconference interview
 - iii. Telephone interview (if videoconferencing unavailable)
 - iv. Scholar's native/first language is English
 - v. English Language Proficiency Test
 - b. Date of any test or measurement
 - c. Name of whoever conducted test/measurement if by a member of Tufts community
4. Funding information
 - a. Is Tufts paying the student intern?
 - b. Is the scholar receiving US government or Home government funds?
 - c. Is the scholar receiving funds from another organization?
 - d. Is the scholar self-funded or providing personal funds?