

J-1 Student Intern Services



Use this for **J-1 Student Interns only** and upload it to ISD.
Submit one IOF for each request.

Originating Department:	Requested by:	Email:

Charge Approved By:	Email:	Signature:*	Date (mm/dd/yy):

* Types of signatures accepted: 1) Adobe digital signature, 2) hand-drawn signature (not typed) using mouse or touch screen, 3) graphic image of original signature, 4) scan or photo of hand-signed IOF, 5) typed signature in cursive or italic font

Scholar's Last, First Name:	Notes/Comments:

Chart of Accounts (COA). [Validate your COA](#) and enter the correct information in the appropriate fields below:

Organization to be Charged:								When using Sponsored Research Funds, you must complete these fields:				
1	10	5	5	5	2	6	5					
Unit	SpeedType	Account	Fund	Dept	Program	Chartfield 1	Chartfield 2	PC Bus Unit	Project	Activity	An Type	Amount
		59009										1000.00

Organization to be Credited:								
Berkeley International Office								
1	10	5	5	5	2	6	5	
Unit	SpeedType	Account	Fund	Dept	Program	Chartfield 1	Chartfield 2	Amount
1		59000	66150	14787	68		LLRIN	1000