

## J-1 Student Intern & Student Non-Degree

### A. All Undergraduate Requests Include photocopies of the following:

- Identity/biographical page of passport for student and accompanying dependents showing name, date of birth, and barcode
- Proof of legal permanent residence  
If different from citizenship, translated documentation of permanent residence
- Proof of funding [see guidelines](#)
  - Converted to US dollars, in English, dated within last 6 months for each source listed.
  - If paid by UC Berkeley, include copy of appointment letter or VSPA stipend email approval, if applicable
  - For **Student Non-Degree** cases, must provide documentation of funding that includes the living expenses plus any departmental fees
- All Previous DS-2019s (of student and dependents)  
If student has been in J status before, upload all previous DS-2019 copies
- VSPA/Campus Appointment Approval
- [J-1 Student Intern/Student Non-Degree & Home University Attestation](#)
- English Language Proficiency Documentation (select one) See [BIO website](#) for detailed information
  - Copy of a recognized English language test (TOEFL or IELTS)
  - Signed documentation from an academic institution or English language school [see template](#)
  - Signed documentation of an interview conducted by the faculty sponsor or UC Berkeley host department designee [see template](#)
- [J-1 Host Faculty Agreement](#)
- J-1 Services Fee Payment (select one; dated within past 2 months)
  - [\\$650 New/Initial IOF](#) (signed) for Student Non-Degree Requests -or-
  - [\\$1000 Student Intern IOF](#) (signed) for student intern requests
- Expedite fee (if applicable)
  - [\\$300 IOF](#) (signed) for Expedite Requests only. Add reason for expedite in Notes tab.
- ❖ Add a note in ISD - Include the type of request, confirmed scholar email address for DocuSign transmission, and HR Partner/Generalist contact info, if applicable, in the Notes tab.
- ❖ Submit to Berkeley International Office after all information and documents are uploaded

### B. ITEM FOR STUDENT NON-DEGREE CASES ONLY (in addition to items on left)

- [Student Non-Degree Letter](#) (use current template) signed by host faculty

### C. STUDENT INTERN CASES ONLY (in addition to items on left)

- [Verification of Placement Site Regulatory Compliance](#), with signature on page 1
- [T/IPP Questionnaire](#): to be completed and signed by Faculty Sponsor
- BIO processes T/IPP through SEVIS and notifies department when the T/IPP is ready for signature
- Copy of Internship Agreement, if applicable (N/A if placement site is UC Berkeley). The internship provider must have an executed written agreement with the University to act on behalf of the University in the conduct of the internship program. This agreement must outline the full relationship between the University and the internship provider on all matters involving the administration of its internship program

### POST ARRIVAL REQUIREMENTS

- **The J-1 Student Intern/Student Non-Degree arrives in the U.S.**
  - Receives passport admission stamp indicating "J-1 D/S" and electronic I-94 admission record, or paper [I-94 card](#) at port of entry
  - Checks in with host department immediately upon arrival
  - Participates in [a Scholar Information Meeting/Webinar](#) sponsored by Berkeley International Office within 9 of start date
- **The J-1 Student Intern/Student Non-Degree reports their arrival through the J Scholar Portal within 9 days of start date.**
  - If the J-1 Student Intern/Student Non-Degree fails to report their arrival through the J Scholar Portal, BIO will seek department administrator's assistance in securing arrival information.
  - Department administrator verifies the J-1 Student Intern's/Student Non-Degree's [health insurance](#)
  - Department administrator informs the J-1 Student Intern/Student Non-Degree of the [Scholar Information Meeting](#) (SIM) requirement
- **BIO reports the J-1 Student Intern/Student Non-Degree's arrival information to DHS.**
- **\*\*J-1 Student Intern category only\*\*: Faculty Sponsor / P.I. submits evaluation of J-1 Student Intern**
  - Faculty Sponsor/P.I. completes an evaluation of the J-1 Student Intern at the end of the internship period. (If the internship is more than 6 months, the faculty sponsor must complete an evaluation at the mid-point and end of the program.)
  - Faculty Sponsor/P.I. and J-1 Student Intern sign and date the evaluation form
  - Faculty Sponsor/P.I. sends evaluation to department admin who then sends the evaluation to the BIO advisor
  - [Sample Evaluation 1](#) | [Sample Evaluation 2](#)