

TIPS FOR COMPLETING THE J-1 Student Intern DS-7002 Part 1 E-form

(TRAINING/INTERNSHIP PLACEMENT PLAN)

A J-1 Student-Intern is required to present a Training/Internship Placement Plan, known as the Form DS-7002, when applying for a J-1 visa at a U.S. embassy or consulate. The DS-7002 outlines the proposed internship. It demonstrates that the Student-Intern and the hosting University of Kentucky department have agreed on the educational research objectives that will be reached during the program. It also explains how the Student-Intern will be supervised throughout the internship. This guide will assist you in completing the J-1 Student Intern DS-7002 Part 1 iCAT e-form used to generate this document.

PARTICIPANT INFORMATION

- **Current Field of Study or Profession:** Student-Intern's current academic field of study (i.e. major) at his or her home institution. Please use the CIP Table to enter in the Field of Study in this section of the iCAT e-form.
- **Experience in the Field:** Defaulted to 0.
- **Type of Degree or Certificate:** Student-Intern's current level of study at his or her home university, for example: Bachelor's; Master's; PhD; MD; etc. The student must be currently enrolled in this program throughout the entirety of their internship at UK.
- **Date Awarded or Expected:** Date on which the student is EXPECTED to complete his/her current program of study in their home country. The student MUST complete their internship at UK prior to this expected date and the student must have enough time after their internship completion date to complete degree requirements in the home country.

SITE OF ACTIVITY INFORMATION

- **Site Name:** List name of specific lab or academic department
- **Active Site:** Yes
- **Phase Site Address:** Street Address of primary site of activity
- **Website URL:** Website for the department hosting the Student-Intern
- **Exchange Visitor Hours per Week:** Minimum of 32 hours per week.
- **Compensation:**
 - **Stipend:** Yes or No if your UK Department will give the Student-Intern funds.
 - **If Yes, how much?** Amount and frequency of stipend, e.g. \$500 per month, \$15 per hour, etc.

MAIN PROGRAM SUPERVISOR/POINT OF CONTACT AT HOST ORGANIZATION

- **Main Program Supervisor/POC at Host Organization:** Name of Supervisor or PI
- **Title:** Supervisor's Title
- **Supervisor Contact Information:** Phone, Fax, Email. If no fax number, enter in N/A. Phone extension can be left blank if not applicable.

PHASE INFORMATION

- **Phase Name:**
 - If the internship only has **one phase**, you can list Student-Internship.
 - If the internship has **multiple phases**, contact ISSS@uky.edu. Each phase will have a different name (such as observation phase, lab work phase, etc.) A separate page 3 of the DS-7002 will need to be completed for each individual phase. ISSS will instruct you on how to move forward.
- **Training/Internship Field:** Specific field of internship such as engineering, physics, law, etc. The field of internship MUST match the student's currently field of study (which was previously entered in this iCAT e-form under the Participant Information section).
- **Start Date of Phase and End Date of Phase:** List the start and end of the specific phase. If only one phase, these dates MUST match exactly with the dates previously entered in the Exchange Visitor Start Point Application. Remember, dates must match in all instances of the application, including the offer letter and any approval signature documentation.