



Application Process for Visiting Interns

This application process must be started at least 4 months before the anticipated arrival date.

Step 1. Complete the [International Visitor Information Form](#) for the College of Forestry.

The Office of International Services (OIS) will contact you for additional details. You will receive an email from OIS.Scholar@oregonstate.edu.

Step 2. You may need to pay the **USD \$500 OIS visa processing fee**. In some cases, the department will pay this fee. Please contact your sponsoring professor to determine who will pay the fee. Accepted payment methods are credit/debit card, check, money order, or department index.

Step 3. Collect and scan the following documents and save as .pdf or .img files. (DO NOT email these scans to anyone. Wait to receive a link to your portion of the online application from OIS.Scholar@oregonstate.edu. You will securely upload these documents into the online application.)

- **Passport identification page.** Passport must be valid 6 months beyond the requested J-1 program end date.
- **Current Resume or Curriculum Vitae** in English.
- (If applicable) Copies of past immigration documents if you have been in the US during the past 24 months (DS-2019 and J Visa Stamp) or in J-1 "Student Intern" category in the past (T/IPP).
- (If applicable) Dependent documents for spouse or unmarried children under 21 if they will accompany you. Copies of dependent's passport identification pages; passports must be valid 6 months beyond the requested J-1 program end date.
- **Financial Support Documentation** & English translation (The [minimum required amount](#) that is considered sufficient for immigration document issuance J visa DS-2019 for each month of the scholar's program in United States Dollars (USD) is \$1,750 / month for scholars.

Documentation of funding may be:

- a statement from a bank showing available funds in the scholar's name (an [additional affidavit form](#) is needed if the bank statement is not in the scholar's name), or,
- a contract or an award letter from a sponsoring institution/government indicating the amount and dates that the scholar's expenses will be covered, or,



- a continued salary letter from the scholar's employer indicating the amount of salary paid and that the salary will continue during the dates of the scholar's program.

Each document must include:

- The date the letter was written (should not be older than 6 months)
- The name of the J-1 exchange visitor
- The total amount of funds to be provided to the J-1 exchange visitor during the time they will be at OSU in J-1 status
- **The signature of an official at the organization**
- It must be printed on government, employer, or institutional letterhead
- If the funding amounts are not reflected in **US dollars**, the letter must include the type of currency and should be equivalent to the [minimum required amounts](#) when converted using an [Exchange Rate Converter](#)
- **The document(s) must be in English or accompanied by an English translation**
- Scanned copies of the documents are acceptable for the OSU application, but original documents may be needed for visa processing by the US Consulate.

Visiting Interns will also need to complete:

- [Training/Internship Placement Plan](#). Work with your OSU Sponsor to complete this form. A signed copy is required to issue the DS-2019.
- [Attestation Form](#). Work with the academic dean or academic advisor of the university where you are currently enrolled to complete this form.

Step 4. Within 10 working days of receiving the completed online application, OIS will issue the DS-2019. Your SEVIS number and Program Number will be produced and emailed to you at this time. OIS will ship the original DS-2019 to you by mail and will provide a tracking number.

Step 5. Apply for a J-1 visa at US Consulate abroad (if outside the US) using the documentation from OIS and the department. Visa processing times and procedures vary by Consulate. Check the website of the US Consulate in the country where you will apply for a visa to find out more about the visa application procedures and timeline, visit <https://www.usembassy.gov/>.

Questions?

Michael Goschie, Program Assistant
College of Forestry International Programs
Michael.Goschie@oregonstate.edu