

LSU J-1 UNDERGRADUATE INTERNATIONAL STUDENT INTERNSHIP PROCESS

1. INTERN

- É Submits to LSU Host Unit:
- É Application for internship; Bio Info
- É English language verification (eg TOEFL)
- É Student Agreement Form
- É Letter from academic advisor, verifying that intern is enrolled at the **HOME INSTITUTION** and is in good standing
- É Source of funding; CV; Copy of passport

2. LSU HOST UNIT (HU)

Submits to **International Programs (IP)/ International Services (IS)** formal request to host intern:

- É Completed Request Form
- É Internship Agreement (as applicable), represented by the provost (currently Dr. Richard Koubek) on behalf of LSU
- É Training /Internship Placement Plan (completed DS-7002)
- É Documents submitted by intern in #1

3. HRM/RISK MANAGEMENT

AVP consults with HRM/Risk Mgt if necessary.

3. INTERNATIONAL PROGRAMS (IP)/ INTERNATIONAL SERVICES (IS)

- É IS reviews Request Form, DS-7002, and packet
- É IS submits recommendation to Associate Vice Provost (AVP) for IP, for approval
- É AVP obtains provost's signature on the Internship Agreement (as applicable), or negotiates agreement with **HI**
- É IS returns DS-7002 to LSU Unit for supervisor to sign and obtain intern's signature
- É IS signs DS-7002 last and issues DS-2019
- É IS forwards final DS-7002 & DS-2019 to HU along with info about visa application procedures, travel, health insurance, etc

3. HOME INSTITUTION (HI)

Negotiates LSU agreement

4. LSU HOST UNIT:

Sends packet to **INTERN**

6. IP/IS

- É Verifies intern's immigration documents
- É Verifies intern's medical insurance or assists intern in purchasing medical insurance
- É Conducts immigration orientation
- É Validates intern's immigration record in government system
- É Grants approval to begin internship

5. INTERN

- É Applies for visa
- É If visa is approved, travels to US and applies for admission at US Port of Entry
- É Upon arrival at LSU reports to IS for mandatory immigration orientation

7. LSU HOST UNIT

- É Supervisor provides training in accordance with the Training /Internship Placement Plan on DS-7002 and provides periodic evaluation
- É Supervisor completes a concluding written evaluation at the end of the internship (mid and final eval if internship is longer than 6 months)
- É Supervisor submits a copy of the eval to IS and gives/sends a copy to intern.