

# INTERNATIONAL STUDENT & SCHOLAR SERVICES

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## TIPS FOR COMPLETING THE FORM DS-7002

The form DS-7002 (Training/Internship Placement Plan - TIPP) is required for all J-1 Student Interns when applying for the J-1 visa at a U.S. embassy or consulate. The DS-7002 outlines the proposed internship, states the research/training objectives of the internship program, and explains student intern supervision for the duration of the J-1 program. The DS-7002 will need to be filled out by the UConn hosting department and signed by the student intern, the supervising faculty member and the UConn ARO (ISSS J-1 International Advisor).

### Section 1: Participant Information—Completed by UConn Host Department

- **Trainee/Intern Name:** Must match name on student-intern's passport exactly.
- **E-mail Address:** Provide the student-intern's email address.
- **Program Sponsor:** "University of Connecticut"
- **Program Category:** "Student Intern"
- **Occupational Category:** "Student"
- **Current Field of Study or Profession:** Student Intern's current field of study (major) at home institution.
- **Experience in the Field:** "N/A"
- **Type of Degree or Certification:** Student Intern's current degree level at home institution, e.g. Bachelor's, Master's, PhD etc.
- **Date Awarded or Expected:** Anticipated degree completion date of student intern at home institution.
- **Training/Internship Dates:** Start and end dates of UConn internship. Maximum internship duration = 12 months.

### Section 2: Compensation—Completed by UConn Host Department

- **Organization Name:** Name of UConn Department
- **Address, City, State, Zip Code:** Street address and building name where internship will take place
- **Website URL:** web address of UConn host department
- **Employer ID Number (EIN):** "06-6000798"
- **Exchange Visitor Hours Per Week:** Hours/week (must be full-time, at least 32 hours/week)
- **Compensation:**
  - **Stipend:** Yes/No (is internship funded by UConn)
  - **If yes, how much?:** Amount and Frequency
  - **Non-Monetary Compensation Value:** Indicate total value of non-monetary compensation e.g. housing, flights, meal plan etc.
- **Worker's Compensation Policy:** "Gallagher Bassett Services, Inc."
- **Does your Worker's Compensation policy cover exchange visitors?**

*Coverage under worker's compensation policy or equivalent personal medical insurance coverage are requirements of the J-1 student intern program. At UConn only employees are covered by worker's compensation. Student Interns who are not paid by UConn will need to maintain personal medical insurance coverage that meets the J-1 insurance requirements.*

  - If student intern will be on UConn payroll, check **'YES'** if Student Intern will be paid by UConn or **'NO-but equivalent coverage'** if not paid by UConn.
- **Number of FT Employees Onsite at Location:** "4,830"

- **Annual Revenue:** \$25 Million or More

### Section 3: Certifications-Signed by Student Intern and ISSS Advisor

*Fill out this section last, after section 4 is completed. Scanned copies of signature pages are acceptable.*

- **Printed Name/Signature of Trainee/Intern:** Page 1 - printed name, signature and date of student intern.
- **Sponsor:** Page 2 – ISSS J-1 Advisor will sign, date and fill out program number information.

### Section 4: Training/Internship Placement Plan-Completed by UConn Host Department

- **Surname/Primary, Given Name:** Student Intern name, must match name on student-intern’s passport exactly.
- **The Exchange Visitor Is:** “Student Intern”
- **Program Sponsor:** “University of Connecticut”
- **Program Number:** “P-1-00710”
- **Main Program Supervisor/POC at Host Organization:** Name of UConn Supervisor or PI
- **Title:** UConn Supervisor/PI’s Title
- **Supervisor Contact Information:** Phone, Fax, Email

### Section 4: Phase Information-Completed by UConn Host Department

*The internship/training opportunity may consist of one phase or multiple phases at different locations with different supervisors. This section is intended to capture that information. Each phase requires separate phase information (pages 3 & 4 of the DS-7002) with signatures.*

- **Phase Site Name:** Name of specific lab or academic department
- **Training/Internship Field:** Specific field of internship e.g. chemistry, material science, horticulture etc.
- **Phase Site Address:** Street address of primary site of activity
- **Phase Name:**
  - **If only one phase:** “{Host Department} – Student Internship”
  - **If multiple phases:** Name each phase e.g. “observation phase”, “data collection phase”, “lab work phase” etc. Remember each phase requires separate page 3&4 of DS-7002.
- **Start Date of Phase and End Date of Phase:** List the start date and end of the specific phase.
- **Phase \_\_ of \_\_:** If one phase, “1 of 1”. If multiple list actual count e.g. “1 of 2”, “2 of 2” etc.
- **Primary Phase Supervisor/Supervisor Title/Email/Phone Number:** Name and contact information for primary supervisor. If co-supervisors, indicate supervisor who will have most contact with student intern.
- **Description of Trainee/Intern’s Role:** What is the student intern’s role at UConn? What will they specifically be responsible for completing?
- **Specific Goals and Objectives for this Phase:** What will be learned in this phase? What must happen for student intern to move on to next phase (if applicable)?
- **Names and title of those who will provide continuous supervision and what are their qualifications?** Name, title and qualifications for all persons who will have supervisory responsibilities.
- **What plans are in place for the trainee/intern to participate in cultural activities while in the United States?** Meaningful and intentional interactions with American students, faculty and their families and participation in American cultural activities is an expectation for all J-1 visa holders coming to the U.S. The UConn host

department should incorporate and make their student interns aware of and welcome to all cultural activities that will fulfill this requirement.

- **What specific knowledge, skills, or techniques will be learned?** Expanding on Goals and Objectives, provide details of what the student intern will learn by the end of the internship.
- **How, specifically, will these knowledge, skills or techniques be taught?** Include specifics.
- **How will the Trainee or Intern's acquisition of new skills and competencies be measured?** How will faculty supervisor be evaluating student intern with internship goals and objectives in mind.  
Remember the UConn host department must provide an evaluation of the intern activities at the conclusion (and mid-point for internships lasting longer than six months). See [www.iss.uconn.edu](http://www.iss.uconn.edu) > Department Information > Hosting a Visiting Scholar for the J-1 Student Intern Evaluation Form (ISSS 261).
- **Additional Phase Remarks:** Optional.
- **Phase Supervisor:** Print Name, Sign and Date after reading and agreeing to the terms of the TIPP. Must sign before submitting to ISSS. Scanned copies are acceptable

*Once all sections are filled out including all sections for all phases of internship, go back to Section 3 to collect necessary signatures and submit to ISSS with J-1 Scholar/Student Intern request documents.*