

J-1 REQUEST FORM (INTERN)

WESTERN CAROLINA UNIVERSITY

(Updated February 2011)

This form is used to initiate paperwork for a J-1 Visitor coming in the INTERN category. Note that this form must be accompanied by several other forms / documents for the J-1 Intern. This form should be completed by the host department (NOT BY THE INTERN), signed by the host professor and department head, and sent to the Office of International Programs and Services (IPS) (located at 109 Cordelia Camp Bldg.) If the Intern will be employed by WCU (on payroll), the form must also be signed by Human Resources before submitting to IPS. IPS will then issue a Form DS-2019, which the Intern must use to obtain a J-1 Visa in order to enter the USA. This request form should not be used for students or scholars. Please answer all questions except those marked optional. If you have any questions, do not hesitate to contact IPS at 828-227-7494.

PART I -HOST DEPARTMENT AND SUPERVISOR INFORMATION

1. Host Department: _____
2. Department Address: _____ 3. Phone: _____
4. WCU Host Professor/Supervisor: _____
5. Phone: _____ 6. E-mail: _____
7. Will there be any other supervisor for this internship? ____ Yes ____ No
8. If no, give name and e-mail of other supervisor: _____

PART II -

SECTION V - INSURANCE INFORMATION

34. **The host department acknowledges that WCU requires the host department to purchase WCU**