How to Apply
The request for sponsorship must be submitted to ISSS by the sponsoring Department no later than three (3) months prior to the expected program start date. Once all documents have been received, ISSS will process Form DS-2019 which will enable the intern to apply for a J-1 visa abroad. The issuance of Form DS-2019 will take approximately fifteen (15) business days. ISSS will notify the sponsoring department via email once the Form is issued.

Application Checklist

- **Completed by the Sponsoring Academic Department**
  - Completed J-1 Intern Department Request Form
  - Official Internship Offer Letter (template available [here](#))
  - Completed Form DS-7002 (see Form DS-7002 Guide for assistance)

- **Completed by the Prospective J-1 Student Intern**
  - Completed J-1 Intern Application Form
  - English Proficiency Test Result
    - English Test Score (TOEFL 86+/IELTS 6.5+) or
    - Scholar Oral Proficiency Assessment (SOPA) ([SOPA Request Form](#))
  - Proof of funding, if not funded by Stevens
  - Copy of Passport ID Page
  - Resume/Curriculum Vitae
  - Home Institution Certification Letter (template available [here](#))

  *If applicable, please submit:*
  - Copies of previously issued DS-2019 forms
  - Copy of current I-94, if currently in the U.S.

- All above referenced documents must be submitted to isss.application@stevens.edu
- The Student Intern will be required to apply for a J-1 Exchange Visitor visa at a U.S. Consulate abroad. Visa wait times vary greatly by Consulates, therefore, it is important to request a realistic program start date.