J-1 Student Interns at Penn Engineering

Faculty prepares J-1 Student Intern Placement Agreement for visiting undergraduate student and sends to KF for review and HR signature



KF contacts student about J-I visa process and sends placement agreement and statement of accreditation for home institution to sign and return



Faculty writes offer letter and sends to undergraduate student

cc: KF



KF meets w/student, goes over maintaining status, travel, deadlines, Penn card, and other onboarding tasks



KF submits DS-2019 and DS-7002 request to ISSS and sends to student along with visa application instructions

