

**J-1 Student Intern Application for DS-2019 and DS-7002**

**Please note the J-1 Student Intern process can take up to 3 months. Please plan accordingly.**

**Step 1: Ensure that you meet the following criteria for a J-1 student intern visa by checking the boxes below:**

* You are currently enrolled at an accredited post-secondary institution in your country.
* You are in good academic standing with your institution.
* Will graduate with your degree after completing your internship at KSU.
* Your English skills are at a level where you can be successful in the internship environment at KSU.
* The internship will fulfill educational objectives at your home institution.
* The internship will aid you in learning new skills or techniques or provide new knowledge unavailable at your home institution.
* You have not already done a J-1 student internship at your current degree level.
* You have the financial resources to support yourself while in the U.S.
* You have a valid passport.

**Step 2: Discuss the student internship position with your potential faculty supervisor. This information will be included on your DS-7002 document, part of the U.S. Department of State required documentation for the J-1 visa. Check the boxes below after you discuss each section.**

* The length of your internship. Your internship must be more than 3 weeks and less than 1 year.
* How many hours you will intern each week. Your internship must be between 32-40 hours per week.
* The location of your internship. All internship activities must take place on the Kennesaw or Marietta campus.
* Discuss the internship environment – is it an office environment, laboratory, other?
* Which activities are required for completion of your student internship program. Please note that you may not engage in any kind of work that involves patient care or contact.
* Discuss the goals and objectives of the internship, as well as your supervisor’s expectations.
* Discuss the techniques and methodologies that you will learn.
* Discuss the method and schedule of evaluations during your student internship.
* Discuss if you will have only one supervisor or several, and who they will be.
* Discuss the resources that will be available to you during your internship.
* Discuss the cultural activities available to you throughout the student internship, and what kind of activities you are most interested in.
* Discuss monetary compensation. Please note that student internships may be paid or unpaid. If paid, the salary is dependent upon KSU’s Human Resources approval. Positions incurring more than 1300 work hours will require the position to be benefitted.
	+ Please note: Paid interns must be hired by KSU. This requires additional steps for you and the faculty supervisor including completing an employment application and background checks. The initial hiring process must be complete before a DS-2019 or DS-7002 is issued.

**\*\*\*Stop.\*\*\* If you and the faculty supervisor are in agreement regarding your eligibility for the student internship and regarding the details of the actual internship, you and the faculty supervisor may continue with the process below.**

**For paid interns only: Interns paid by KSU must go through a hiring and background check process. Your faculty supervisor will be working with the university to negotiate the details of your employment and to set up an online internship position application. You must complete this application to begin the hiring process. Once completed, you will be contacted in order to complete a background check. Your internship is dependent upon the hiring process, requirements, and timeline.**

**Step 3: Complete the application form below. Please note the application has several parts:**

* DS-2019 application
* Student Financial Statement
* Transportation Waiver
* Health Insurance Requirements and Application Acknowledgement

**Step 4: Pay the $150 application fee.**

* The application fee covers the cost of your application review and administrative processing. It can be paid online with a major credit card through the KSU Mall at: <https://epay.kennesaw.edu/C20923_ustores/web/classic/index.jsp>.

**Step 5: Collect the following documents and submit them with your application to your faculty supervisor. Once they have received all documents, they will forward them to our office.**

* A letter from the home institution/organization recommending your participation in this student internship opportunity. Please see a sample letter on the forms section of the J-1 Student Intern page on our website.
* A copy of the identification page of your passport
* Official university transcripts for your current education level. If the transcripts are not in English, they must be accompanied by an official translation
* Proof of funding (if necessary)
* A copy of the official internship offer letter. If the internship is unpaid, your faculty supervisor will provide this letter. You must sign it and return it to the faculty supervisor. If the internship is paid, you will receive an emailed offer letter from KSU’s Human Resources once you have gone through the initial hiring process, and also an offer letter from your faculty supervisor. You must sign it and return it to the faculty supervisor.
* A printout of your application fee receipt.

**Step 6: Make an appointment for an English proficiency interview via Skype with Ms. Michele Miller at** **mmiller@kennesaw.edu****.**

* Student interns must have an English proficiency level that will enable them to be successful in the university environment. Ms. Miller will conduct an interview with you to ensure you will not have difficulty with the English language during your internship at KSU.

**Step 7: The International Student and Scholar Services Office will create your DS-7002.**

* This document will first be reviewed by your faculty supervisor, and will then be emailed to you. You must sign the document and scan it back (no photos, please!) We will keep this copy on file. When your DS-2019 is mailed, we will include the original DS-7002 signed by your faculty supervisor and the Responsible Officer for KSU. Please make sure to sign the original document in blue ink and take it to your visa appointment.

**Step 8: Receiving your DS-2019 and original DS-7002.**

* Once we have the copy of your signed DS-7002 on file, the International Student and Scholar Services Office will create your DS-2019. You will be notified when it is ready. Once it is ready, you will need to arrange for shipping.
	+ KSU uses an express mail service that will allow you to receive your acceptance letter and I-20 through DHL, UPS, or FedEx in 3-5 days. Requesting your immigration documents through express mail is at YOUR expense and your credit card (Visa, Mastercard or Discover cards only) will be charged upon requesting the service. To request express mailing of your documents, go to the following website (works best with Internet Explorer & Mozilla Firefox browsers): <https://study.eshipglobal.com>
	+ You must use the website provided above – do not go through the DHL or FedEx website directly.
	+ You will be required to create your own user name and password in order to create an account. To request shipment, you will need your KSU Student ID number, mailing address, e-mail address, phone number and credit card information.
	+ If you experience any difficulty in registering and processing the shipment, please use the “Help” link in the site for step-by-step instructions. If you have additional questions about how to use this service, please e-mail support@eshipglobal.com.
	+ When you receive your DS-2019 and DS-7002, make sure to sign them in blue ink.

**Step 9: Applying for the J-1 visa:**

* Pay the $200 SEVIS I-901 fee at this link: [www.fmjfee.com](http://www.fmjfee.com). This fee is directly related to your DS-2019 and is required to receive the J-1 visa.
* Find your nearest US Embassy or Consulate by going to: <http://www.usembassy.gov/> or [www.ustraveldocs.com](http://www.ustraveldocs.com/)
* Familiarize yourself with the J-1 visa application requirements. By looking at their web pages, phoning or visiting, find out EXACTLY what your embassy requires for you to get a J-1 visa (though the requirements are fairly universal, there may be slight deviations from country to country) and how to schedule an appointment.
* Schedule an appointment with your local embassy. Many embassies will allow you to schedule an interview time online, so be sure to check for that option.



**J-1 Student Intern DS-2019 Application**

**General Instructions**

1. **Please type all information except for the signature.**
2. **ALL parts of the form must be complete.**

**Part A: For the Student Intern to Complete**

**Part I: Verification of eligibility for Kennesaw State’s exchange visitor program:**

If the exchange visitor has been in J status within the past 12 months, please complete the following information to see if he/she is eligible for a new J-1 status, and attach copies of all previous DS-2019s:

Dates of previous J-1 status: From \_\_\_\_/ \_\_\_\_\_/\_\_\_\_\_\_ to\_\_\_\_/ \_\_\_\_\_/\_\_\_\_\_\_

**Part II: Biographical & Demographic Data**

Full name of the visitor exactly as it appears on passport: Male \_\_\_\_\_ Female \_\_\_\_\_\_\_

**Family Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Given/First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Middle Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Birth**: \_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_

 Month/Day/Year

**Place of Birth**: City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Country of Citizenship**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Legal Permanent Resident of**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**U.S. Social Security Number** (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**U.S. Driver’s License Number** (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State Issued: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address in Home Country:**

Street Name and Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Province:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postal Code:\_\_\_\_\_\_\_\_\_\_

**Mailing Address (if different from above):**

Street Name and Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Province:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postal Code:\_\_\_\_\_\_\_\_\_\_

**Email Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Telephone Number:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Fax Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Part III: Length of Student Internship**

Length of Program: Begin Date \_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_ End Date \_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_

Month/Day/Year Month/Day/Year

**(If you are not able to arrive at least 30 days after this begin date please contact KSU to correct begin date)**

**Part IV: Category**

Category (Check One): ⁯ Undergraduate ⁯Graduate ⁯PhD

Expected Graduation Date: \_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_
 Month/Day/Year

Current Field of Academic Study: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Example: Biochemistry, English Literature, Computer Science)

**Part V: Important Understandings:**

* Student intern verifies that all information listed on this request is accurate.
* Student verifies that they will complete the visa check-in process upon arrival in the U.S.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Intern Signature Date



**Statement of Financial Eligibility**

Student interns must show that they have the financial resources to cover at least $2,000 per month for their living expenses, miscellaneous expenses, and health insurance while in the U.S.

**Source of Funds**

Documents should be in English and indicate the financial resources in US dollars.

|  |  |
| --- | --- |
| **Government Scholarship** (attach award letters) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name of Government/Division  |  $\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **Home University Scholarship/Funding** (attach award letters)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of University/Institution  |  $\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **Private Sponsors:  Company, Foundation, etc.**  (Attach award letters)   | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **Funding received from Kennesaw State University** (attach employment offer letter)  |  $\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
|  **Personal and/or Family Funds -** Please note if personal funding is used it is necessary to supply a sworn or notarized letter from an officer at the sponsor’s bank, certifying that the sponsor has the designated amount of funds on deposit.  |  $\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **Total Funds** | **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Student Certification**

I certify that a total ofUS $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is available to me for my program at Kennesaw State University.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Intern Signature Date



For a personal sponsor to complete if applicable

SPONSORS AFFIRMATION

This is to certify that I, (sponsor’s printed name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read the information given by the applicant on this form, that it is true and accurate, and that these funds will be provided to this student for the first semester of education and every semester until completion of exchange program. I agree to fund the above name student in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I understand KSU has the authority to verify my financial documents and may contact my financial institution.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsor Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Relationship to student

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Sponsor Contact Phone # Email

 

**Transportation Waiver**

Congratulations on your decision to be a student intern at Kennesaw State University!

*Please note that airport pickups and any transportation regarding initial errands and temporary housing is a service we coordinate as a host courtesy for our incoming students and therefore Kennesaw State University cannot extend this service for the duration of your program, nor can we assume liability for this service.*

**By signing this document, you are indicating the following:**

(A) I WAIVE, RELEASE, AND DISCHARGE from any and all liability, including but not limited to, liability arising from the negligence or fault of the entities or persons released, for my death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter occur to me including my traveling to and from the designated location, THE FOLLOWING ENTITIES OR PERSONS: Board of Regents of the University System of Georgia, Kennesaw State University (KSU) and/or their directors, officers, employees, volunteers, representatives, and agents, and the activity holders, sponsors, and volunteers.

(B) INDEMNIFY, HOLD HARMLESS, AND PROMISE NOT TO SUE the entities or persons mentioned in this paragraph from any and all liabilities or claims made as a result of participation in this activity, whether caused by the negligence of release or otherwise.

I acknowledge that DGA and their directors, officers, volunteers, representatives, and agents are NOT responsible for the errors, omissions, acts, or failures to act of any party or entity conducting a specific activity on their behalf.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Intern Signature Date



**Acknowledgement of Health Insurance Requirement and Application Process**

All J-1 visa holders are required to have health insurance while in the United States. The student intern must obtain adequate health insurance for the duration of the J-1 student internship program and submit the documentation to the KSU ISSSO. Currently the Department of State requires the following minimum benefits [22 CFR 62.14]:

* Medical benefits of at least $100,000 per accident or illness
* Repatriation of remains in the amount of $25,000
* Expenses associated with the medical evacuation of the exchange visitor to his or her home country in the amount of $50,000
* A deductible not to exceed $500 per accident or illness.

**Instructions for J1 Scholars / J1 Student Interns Purchasing Insurance**

1. Click on the following link: [**https://www.mycisi.com/CISIPortalWeb/pub/SelfEnrollment.aspx**](https://www.mycisi.com/CISIPortalWeb/pub/SelfEnrollment.aspx)
2. Agree to the terms by clicking the check-box with the star on it and click "next"
3. This will take you to the enrollment page
4. Enter the KSU sponsor code: **Kennesaw-in**
5. Enter your program’s start and end dates\*
6. Enter your date of birth
7. Enter United States as Destination Country
8. Enter Kennesaw as the city – then click next
9. Select a Policy – click next
10. Enter your personal data and mailing address
11. For your Sponsor Specific Information put J1 Scholar or J1 Intern. You can leave participant ID blank
12. Enter your payment information (one time charge of total premium amount) – click next

**\*Note: Your insurance coverage dates cannot begin any later than your program’s official start date as provided by your advisor. Likewise your coverage cannot end before your program’s official end date. Your ISSSO Program Coordinator will verify this information.**

You may want to purchase insurance coverage beyond your program dates, and if you are planning to be abroad before or after your program’s start and end dates we recommend purchasing coverage for those dates as well. You never know when you will need it!

Please sign to indicate that you understand the requirements and application process and that you will

will purchase the required health insurance and have coverage for the entire length of your program.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Intern Signature Date

**Part B: For the KSU Hosting Department to Complete**

**Part I: DS-7002 Information**

Length of Internship: Begin Date \_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_ End Date \_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_

Month/Day/Year Month/Day/Year

Internship hours per week (Must be 32+):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hourly Rate of Pay:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please note: Paid interns must go through the KSU hiring process. A DS-7002 will not be issued until the ISSSO receives confirmation that the student intern has completed the hiring process.

Name of Main Internship Supervisor at KSU:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Official KSU Title of Supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor’s Fax:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Frequency of Supervision of Student Intern:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Summary of Supervisor’s CV to demonstrate qualifications to supervise intern:

Will there be other KSU faculty who will provide continuous (for example, daily) supervision of the student intern? Yes No

*If yes, please provide their names, KSU titles, contact information and summary CV.*

Will there be multiple phases of the internship? For example, will there be an observation phase followed by a lab work phase? Yes No
*If yes, please answer the following questions for each phase of the internship, noting who will be the supervisor for each phase.*

Please describe the role of the student intern during the internship. Consider how the internship will be geared toward the completion of the student intern's academic program at their home institution.

Please detail the goals and objectives of the internship. Please be specific.

What plans are in place for the Trainee/Intern to participate in cultural activities while in the United States? Please detail at least four cultural activities per month that will be offered to the student intern. These opportunities should include a variety of on-campus and off-campus activities, utilizing both university-planned events and events planned around the student intern's interests and expertise.

What specific knowledge, skills, or techniques will be imparted to the student intern?

What teaching methods will be used to impart this knowledge, skills, or techniques to the student intern? Please detail specific tasks and activities.

How will you measure the student intern's acquisition of new these new skills and knowledge? Please also explain how the information in the evaluation the student intern's progress will be conveyed to the student intern and their home institution.

**Part II: Certification**

In compliance with federal regulations governing the J-1 Exchange Visitor Program, we certify that, to the best of our knowledge, the information contained in this request form is true and accurate. Furthermore, we certify:

* That the Exchange Visitor has the financial support listed on the application and that these resources are adequate to complete the program and to support the individual;
* That the individual’s internship is consistent with his/her educational background and experience
* That the Exchange Visitor is authorized to engage ONLY:

a. in the activities described on the DS-7002

b. in the Department indicated, and

c. for the length of time indicated;

* That the Exchange Visitor will ONLY engage in activities at Kennesaw State University; and
* That the Exchange Visitor has sufficient proficiency in the English language to participate in this program.

**Part III: Agreement**
As the University sponsor of the intern, we agree that we will:

* Provide the Exchange Visitor with workspace, library and computer access, an ID card, and at least four cross-cultural interactions per month.
* Ensure that the Exchange Visitor attends orientation at Human Resources (if necessary) and the International Student and Scholar Services Office on the date assigned by both offices.
* Ensure that the Exchange Visitors’ activities at KSU are consistent with the objectives listed on his/her DS-2019 and DS-7002.
* Monitor the progress and welfare of the Exchange Visitor and provide any assistance or advice needed to facilitate the successful completion of the program.
* Send the ISSSO update notification form if the student intern changes: address, funding, site of activity, department contact.
* Notify the ISSSO when the J-1 completes his/her program at KSU, set up an appointment with the ISSSO for a pre-departure meeting with the student intern at least two weeks before departure.
* Notify the ISSSO in writing if the Exchange Visitor completes or withdraws from the program prior to the end date shown on his/her DS-2019.
* Notify the ISSSO at least 30 days prior to the Exchange Visitor’s current program end date if department wishes to extend his/her program.

Name of KSU Faculty Host: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Faculty Host: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

KSU Department Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean/Department Chair’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean/Department Chair’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Once complete, please forward the application pages (10 total) with the student intern’s supporting documents to International Student & Scholar Services Office, ATTN: Lissa Small, 3391 Town Point Drive, MD 9116, Kennesaw, GA 30144, or by email to lsmall@kennesaw.edu.