## Visiting Student Intern Invitation Workflow (Non-US Citizens)

### Steps

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<th>Step 1: Faculty and Department initiation</th>
<th>Step 2: Dean’s Office approval</th>
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<td>Faculty notifies their Department they wish to invite a visiting student intern. Department initiates a request to the Dean’s Office for invitation approval, by preparing an approval packet.</td>
<td>Dean’s Office reviews and approves Step 1 documents by signing the Intake Form, and screens the application for whether a visa will be needed. Once the internship is approved, the Department can issue the invitation letter to the candidate. [3]</td>
<td>Department submits a visa application for the student on the ISSO’s SSP portal. The ISSO will issue a DS-2019 for students requiring a J-1 Scholar visa unless they are an undergraduate, in which case they will be a J-1 student intern (please see below). This step includes Visual Compliance.</td>
<td>Student arrives in NYC. Department creates a UNI for the student. Student picks up CU ID card.</td>
<td>Department prepares PAC transaction documents. Students who are getting paid, in part or in full, by Columbia, will need to be entered into PAC by the Department; this is not needed for students who arrive with full funding.</td>
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### When does it happen?

| 3 months in advance of student’s intended start date | Turnaround time: 3-5 days if no edits | ISSO turnaround time: 1 week | Any time before the internship starts, but ideally 30 days in advance if student is receiving full/partial funding from CU | After student’s arrival on campus. The transaction should be submitted as soon as possible after student’s arrival on campus, as it will take a minimum of 30 days for the first payment to be issued. |

### What happens?

**Faculty notifies their Department they wish to invite a visiting student intern.**

Department initiates a request to the Dean’s Office for invitation approval, by preparing an approval packet.

**Dean’s Office reviews and approves Step 1 documents by signing the Intake Form, and screens the application for whether a visa will be needed. Once the internship is approved, the Department can issue the invitation letter to the candidate. [3]**

**Dean’s Office will screen whether visit involves restricted institutions.**

**If a visa is needed, the DO will direct the department to submit a visa application on ISSO’s SSP portal. Otherwise, the department can move to step 4.**

**Department submits a visa application for the student on the ISSO’s SSP portal. The ISSO will issue a DS-2019 for students requiring a J-1 Scholar visa unless they are an undergraduate, in which case they will be a J-1 student intern (please see below). This step includes Visual Compliance.**

**J-1 student intern completes DS 7002.**

**N.B. Students holding an F-1 should apply for OPT through their home institution, not ISSO.**

**Student arrives in NYC. Department creates a UNI for the student. Student picks up CU ID card.**

**Department prepares PAC transaction documents. Students who are getting paid, in part or in full, by Columbia, will need to be entered into PAC by the Department; this is not needed for students who arrive with full funding.**

### Required Documents

**Dept. prepares and submits to the school/institute/center:**

- Visiting student intern (VSI) intake form & attachments ABCD below
- A - Candidate CV
- B - Proof of funding [1]
- C - Proof of enrollment [2]
- D - Inventions Agreement for Visiting Personnel Using Columbia University Research Facilities
- Draft invitation letter from PI

**Dept. sends the candidate:**

- Invitation letter

The required documents will be determined by the relevant visa type; please refer to the ISSO website for guidance.

- J-1 student intern requirements

**Intern task:**

- Obtain CUID
- Department submits a brief online form (with VSI intake form as attachment), for centralized tracking. Department submit

**PAC required documents:**

- PAF (Bio-demo data)
- Stipend Authorization Form (indicate stipend info)
- LAF (combo code to charge stipend payments)
- I-94 (requires student to be present in the U.S.)
- Passport ID page
- Visa certificate
- DS-2019 (for J-1 Visiting Scholars)
- Visiting Student Intern Intake Form (indicating what the student will be doing, supervised by whom, and where)
- Proof of enrollment

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[1] Please see [https://isso.columbia.edu/sites/default/files/content/Forms/FundingDocumentsChecklistScholars.pdf](https://isso.columbia.edu/sites/default/files/content/Forms/FundingDocumentsChecklistScholars.pdf) for a list of valid documents. Students may have up to 49% of the requisite USD $3000/month covered by personal funds. Proof of housing at no cost to the student (such as a letter written and signed by a family member/friend confirming a Visiting Student Intern living in the same household) may also be used to count toward the 49% coming from personal funds.

[2] Proof of enrollment can take the form of an official transcript, or a letter from the Registrar’s Office, an academic adviser, or a senior administrator at the student’s home university.

[3] In some cases, the Dean’s Office may determine, in consultation with the Provost’s Office, an academic adviser, or a senior administrator at the student’s home university, that the nature of the student’s training will constitute employment, rather than qualifying for the visiting student designation. Such cases will require an academic appointment.

[4] The $500 fee for a J-1 Student Intern will be waived.