Intern Application Checklist

☐ Application

☐ Home institution certification

☐ Transcripts

☐ Resume or CV

☐ Letters of recommendation or statement of purpose if required by department in selection process

☐ Proof of English Proficiency

  • TOEFL
  • IELTS
  • English Proficiency Interview Form

☐ Export control clearance entered in ARS system

☐ Responsibilities of a J-1 Intern/Trainee Sponsoring Department/Professor – signed

☐ Intern Attestation - signed

☐ Training /Internship Placement Plan for DS-7002 – original signed by intern/trainee and signed in blue ink by supervisor

☐ Proof of funding, if not provided by the University of Maryland department

  • Minimum funding of $1,000 per month
  • Letter from outside sponsoring agency
  • A personal bank statement
  • Letter from the intern’s bank stating the amount of available liquid funds (credit card limits, stocks, bonds are not acceptable forms of funding)