



# DS-7002 Tips

Link to DS-7002 Form: <https://eforms.state.gov/Forms/ds7002.PDF>

J-1 Student Interns are required to present a DS-7002 Training/Internship Placement Plan when they apply for the J-1 visa at a US embassy or consulate. The DS-7002 is a comprehensive document that outlines the objectives, specific activities, and supervisory plan for the internship. A complete DS-7002 demonstrates that the NYU department and the Student Intern have discussed, reviewed, and agreed upon a plan for the internship and educational outcomes. This guide is designed to help you complete the DS-7002 accurately.

## General Tips:

- Please type all answers - only the signatures should be handwritten.
- Complete all questions/boxes - do not leave anything blank! If you are not sure how to complete a section, please contact [ogs.scholars@nyu.edu](mailto:ogs.scholars@nyu.edu) with your question.

## Section 1: Additional Exchange Visitor Information

Trainee/Intern Name:	List the student intern's full name (last, first middle), must match passport.
Email address:	Enter the student intern's email - important communications will be sent here, so please make sure they will have access to this email during the internship.
Program Sponsor:	New York University
Program Category:	Student Intern
Occupational Category:	Student
Current Field of Study/Profession:	The student intern's current academic field of study at their home institution.
Experience in the Field:	Must be completed with a number, even if 0.
Type of Degree or Certificate:	List the degree the student is currently pursuing (BA, MA, etc.).
Date Awarded or Expected:	Enter the date (mm/dd/yyyy) the degree is expected to be awarded - must be after the internship ends.
Training/Internship Dates:	Enter the start and end dates for the internship. The internship must end before the date the student's degree is awarded/expected. Internships can last a maximum of 12 months. These dates must match the Invitation Letter and Department Application.

## Section 2: Host Organization Information

Organization Name:	New York University
Phase Site Address:	105 E 17th St.
City:	New York
State:	New York
Zip code:	10003
Website URL:	<a href="http://www.nyu.edu">www.nyu.edu</a> or the department's website
Employer ID Number:	135562308
Exchange Visitor Hours Per Week:	Must be 32 or greater.
Compensation:	If student will be paid by NYU, include amount per hour/week/month.
Does your organization have a Workers' Compensation policy?:	Yes
Name of Carrier:	Liberty Mutual
Does your Workers' Compensation policy cover exchange visitors?:	<ul style="list-style-type: none"> <li>• If the student intern will be an employee of NYU (paid through Payroll): Yes</li> <li>• If the student intern will not be an employee of NYU: No, exempt</li> </ul>
Number of FT Employees Onsite at Location:	17000
Annual Revenue:	\$25 Million or More



### Section 3: Certifications

- Must be signed and dated by Student Intern
- Do NOT sign “Signature of Responsible Officer or Alternate Responsible Officer” - this will be signed by OGS

### Section 4: Training/Internship Placement Plan

Surname/Primary, Given Name(s):	Must match passport (last, first middle).
The Exchange Visitor Is:	Student Intern
Program Sponsor:	New York University
Program Number:	P-1-00057
Main Program Supervisor/POC at Host Organization:	List the full name of the faculty member supervising the internship.
Title:	Enter the faculty member’s NYU title.
Supervisor Contact Information:	Provide both a phone number and NYU email address for the supervisor.

### Phase Information

Phase Site Name:	List the NYU department sponsoring the internship.
Training/Internship Field:	Field of study for the internship.
Phase Site Address:	The address where the internship will take place; please include ZIP code.
Phase Name:	Name of project or internship; if there is only one phase “Student Internship” is fine.
Start Date of Phase:	Enter the start date of the phase (mm/dd/yyyy). If there is only one phase, this should match the start date in Section 1.
End Date of Phase:	Enter the end date of the phase (mm/dd/yyyy). If there is only one phase, this should match the end date in Section 1.
Phase:	1 of 1 if there is only one phase.
Primary Phase Supervisor:	This should match the supervisor listed in Section 4, unless there are multiple phases and different supervisors for each phase.
Supervisor Title:	Enter the faculty member’s NYU title.
Email:	Enter the faculty member’s NYU email address.
Phone Number:	Enter the faculty member’s NYU phone number.

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Please complete all of the following sections with full, complete answers. Each section should have more than one sentence, and answer the specific question in sufficient detail. The consular officer at the embassy will review these answers, and the plan needs to clearly explain the purpose, goals, specific activities, and expected outcomes of the internship. Please use "Intern", not "Trainee".

- **Description of Trainee/Intern's role for this program or phase:**  
Provide a general description of the intern's role at NYU, including information about the intern's role in an overarching project or the specific field/subject of study.
- **Specific goals and objectives for this program or phase:**  
This section should describe what the student intern hopes to learn and achieve through this internship. Include the anticipated academic and practical outcomes for the student intern.
- **Please list the names and titles of those who will provide continuous (for example, daily) supervision of the Trainee/Intern, including the primary supervisor. What are these persons' qualifications to teach the planned learning?:**  
Include the supervisor's name/title as well as any other individuals who may oversee the internship. Include a short summary of the supervisor's qualifications/experience and relation to the internship/project.
- **What plans are in place for the Trainee/Intern to participate in cultural activities while in the United States?:**  
Please include specific opportunities that the student intern will have to engage in cultural activities at NYU and NYC. Possible ideas include museums, sporting events, concerts, tours of NYC, conferences/lectures in the department, film festivals, cultural festivals, holiday parties, trips to outer boroughs or other states, NYU-sponsored events, etc.
- **What specific knowledge, skills, or techniques will be learned?:**  
This section should expand on the previously stated goals in greater detail. Describe the specific expected academic outcomes, such as specific systems, models, or techniques specific to the student intern's field of study.
- **How specifically will these knowledge, skills, or techniques be taught? Include specific tasks and activities (Interns) and/ or methodology of training and chronology/syllabus (Trainees):**  
Describe the ways in which the student intern will achieve the internship's goals; include specific tasks or activities that will lead to the anticipated outcomes. This can include specific training periods, observations, attending seminars/lectures, independent work, practicing specific techniques, lab meetings with opportunities for discussion/questions, etc.
- **How will the Trainee/Intern's acquisition of new skills and competencies be measured?:**  
Describe how the supervisor will evaluate the student intern's progress. This can include weekly evaluation meetings, written reports/abstracts, outcomes of research, etc. Student Interns and their supervisors are required to complete a written evaluation of the internship (one evaluation if the internship lasts 6 months or less, two evaluations if the internship lasts more than 6 months). These evaluations can also be included as part of this section.
- **Additional phase remarks:** This section is optional, but can include any other information relevant to the phase/internship that was not already mentioned.

Phase Supervisor: Must be signed and dated by the faculty member supervising the internship.