Guide to Completing the DS-7002 Training/Internship Placement Form (TIPP Form)

The DS-7002 is a U.S. State Department form for the J-1 Student Intern visa application. It must be completed following this guide. Refer to our website for sending and mailing instructions.

Participant Information (Part 1)

Select One: Click “Student Intern”.

The intern's resume can be used to determine estimated years of experience in the field.

The type of degree is the name of the home country degree the student is currently pursuing with the expected completion date.

The training/internship dates will reflect the dates of the position at Columbia University and will coincide with the dates on the DS-2019 visa certificate.

Site of Activity Information (Part 2)

Columbia University’s EIN is 13-5598093

Hours per week must be 32 hours/week or greater, as the research must be full-time

Columbia's Worker’s Compensation (WC) policy carrier:
Gallagher Bassett, 100 Wall Street, 25th Floor, New York, NY 20005, Tel: 877-749-1826

The Worker’s Compensation policy WILL NOT cover the intern if the intern is a Visiting Scholar.
The intern WILL be covered if the intern holds a University appointment.

Number of full-time employees 14,874

Annual Revenue $25 Million or More

Contract Agreement Information (Part 3)

DO NOT sign the Trainee/Intern section, the ISSO will coordinate this

SIGN and complete the Supervisor section

DO NOT sign the Responsible Officer section, the ISSO will complete this section

Training/Internship Placement Plan (Part 4)

The name of the phase can be a title reflecting the topic of the research

The start and end dates of the phase can match the start and end dates of the research and it can be Phase 1 of 1.

Each box must be completed and must reflect internship tasks and goals, and not emphasize regular employment.
The purpose is to provide the intern with a structured student work-based program that will reinforce the student's academic study upon return.

The "Knowledge/Skills/Techniques to be Imparted" section refers to the skills that your intern is to acquire or develop during the program, not the intern's skills you are seeking to utilize.