

## Tips for Completing DS-7002:

✓ **Please be precise.** This document will be presented at a US Embassy/Consulate during a visa application. *The responses must be typed – no hand-written responses will be accepted.* White-out and/or errors are also not acceptable – please complete a new form if these occur.

✓ **Signatures.** DS-7002 must be signed by the applicant on page 1 and by the Supervisor on page 4 (both can be electronic signatures). OISS will sign as the Responsible Officer or Alternate Responsible Officer on page 2 and will send the form to the applicant along with the DS-2019. The applicant must present the DS-7002 with all three signatures at the visa interview.

✓ **Please email completed DS-7002 in fillable form to [jvisas@msu.edu](mailto:jvisas@msu.edu).** OISS advisor must create an electronic copy of DS-7002 in SEVIS, and this allows us to copy and paste the training details instead of typing them.

## Common DS-7002 Errors – Please avoid!

✓ **Leaving a field or two blank.** Please make sure to fill in all fields. If you aren't sure what the answer should be, please contact OISS and we will help clarify. Please be sure written responses to Page 3 and Page 4 are formatted as complete sentences.

✓ **Worker's Compensation.** Even though MSU has a worker's compensation policy, the Exchange Visitor would be exempt from the policy.

✓ **Not listing complete names, titles, or qualifications for supervisor(s).** The response to the Page 3 item concerning supervision and supervisors must include the name(s), title(s), and specific qualifications (degrees, experience) for the student intern's supervisor(s).

✓ **Vague or non-specific description of cultural activities.** Please include specific cultural activities on Page 4 under "What plans are in place for the Trainee/Intern to participate in cultural activities while in the United States".