



**UNITED STATES MISSION TO THE UNITED NATIONS
NEW YORK**

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The United States Mission to the United Nations presents its compliments to the Permanent Missions and the Permanent Observer Offices to the United Nations and to the United Nations Protocol and Liaison Service and has the honor to advise them of the current Department of State policy regarding visa requirements for interns.

The United States Mission wishes to inform the Permanent Missions and the Permanent Observer Offices and the United Nations Protocol and Liaison Service that all paid and unpaid interns entering the United States for the express purpose of participating in an internship at a Permanent Mission or a Permanent Observer Office should, in most cases, obtain the appropriate visa status prior to the registration process with the United Nations Protocol and Liaison Office. If a candidate for an internship enters the United States in a visa status inappropriate for that purpose, the Permanent Mission or Permanent Observer Office should request a change of visa status through the United Nations Protocol and Liaison Service at the time of registration. The following documentation must accompany the registration: a letter from the Foreign Ministry (see Diplomatic Circular Note HC-44-15, available: <http://usun.state.gov/6659>), form I-566 (two originals), form I-539 (one original) and the confirmation page from form DS-1648 .

If a candidate is already present in the United States in F-1 (student) or J-1 (exchange visitor) visa status, the candidate may be able to participate in an internship program while retaining his/her visa status, provided that the individual's respective program permits that type of training. An intern in F-1 status must present an I-20 form annotated with the information regarding the current internship or provide an original letter from his/her school indicating that the internship has been authorized. An intern in J-1 status, must provide an original letter from the Program Sponsor indicating the Sponsor's awareness and approval of the internship. Alternatively, if the program does not allow for an internship at the Permanent Mission or Permanent Observer Office, then, at the time of registration, the F-1 or J-1 visa holder must suspend or terminate his/her program, providing written proof of such suspension or termination, and the Permanent Mission or Permanent Observer Office must request a change of visa status with the required forms through the United Nations Protocol and Liaison Service.

Additionally, if an internship candidate is already present in the United States in a derivative visa status, e.g., E-2, F-2, H-4, L-2, J-2, etc., the Permanent Mission or Permanent Observer Office should contact an Accreditations Officer at the United States Mission prior to registration with the United Nations Protocol and Liaison Service to discuss potential options for internship eligibility.

The United States Mission to the United Nations avails itself of this opportunity to renew to the Permanent Missions and the Permanent Observer Offices to the United Nations and to the United Nations Protocol and Liaison Service the assurances of its highest consideration.