2026 Support Staff:
FULL TIME STUDENT REQUIREMENTS

Support staff utilize the J-1 Summer Work and Travel Visa. The US Department of State requires that applicants be full-time university students to be eligible for this visa:

- Post-secondary school students enrolled in and actively pursuing a degree or other full-time course of study at an accredited <u>classroom based</u>, post-secondary educational institution outside the United States;
- Have <u>successfully completed at least one semester</u> or equivalent of post-secondary academic study

Below is a comprehensive list of IENA's criteria to be considered a full-time university student who is eligible to apply as a support staff, utilizing the J-1 Summer Work and Travel Visa.

- Applicants must be enrolled in a minimum of **12 credits and/or 4 classes per semester**
- Applicants must be **a full-time student for the full academic year** prior to their program
    - This means you must be enrolled in full time education for the Fall 2025 Semester and Spring 2026 semester to participate in Summer 2026
    - This is to establish your continuous education, as per US Embassy requests
    - As of February 2026, if an applicant's profile has not yet been processed, they will be required to submit their Spring 2026 transcripts to IENA for review
- **Internships, Social Services, and Professional Practices**
    - If taken as part of a university degree, applicants must provide dated documentation to support their internship, social service, or professional practice and its relation to their degree program
    - An applicant may have a semester where they are only taking an internship, social service, or professional practice as long as they took a full course load of classroom based classes the prior semester
- Applicants are required to submit the required documentation to establish their full time student status:
    - The IENA Proof of Student Status Form: This can be stamped and signed by an applicant's university or recruiter
    - Transcripts: In Mexico, these are also frequently referred to as "Kardex"
        - Only accepted if the applicant's name is clearly listed, the document is dated, and a full list of classes and/or credits is listed
    - Copy of Active Student Account
        - A Student ID is acceptable if it is dated
        - A screen shot of a student portal/ website, as long as name and date are visible
        - A letter from the applicant's university, must be dated

For support staff applying specifically from Colombia:
- Applicants must be enrolled in a minimum of **12 credits and/or 4 classes per semester**
    - If you are a support staff applying from Colombia, you must meet the 12 credit minimum
- Colombian support staff must have up-to-date transcripts (Spring 2026) when they attend their US Embassy interview
    - US Embassy in Bogota has specifically requested that support staff applicants attend their interview with the most up-to-date versions of their university documents