

InterExchange Career Training USA



Gain International Work Experience!

InterExchange Career Training USA assists international students and young professionals with securing internships and practical training programs in the United States. Career Training USA's programs help to develop the professional skills necessary to work in an increasingly interdependent world. This international experience and insight into U.S. business and culture gives participants a competitive edge upon returning to their home countries.

Program Eligibility & Requirements

International Student Internship Program (Intern)

Currently enrolled in a degree- or certificate-granting post-secondary academic institution outside the U. S. **OR** have graduated from such an institution within 12 months of program start date

International Practical Training Program (Trainee)

A degree or professional certificate from a foreign post-secondary academic institution and at least one year of related professional experience acquired outside the U. S. **OR** five years of related professional experience acquired outside the U. S.

All applicants must have:

- Verifiable English language skills
- Sufficient funds for the length of the program
- International accident and sickness insurance. (InterExchange offers low-cost accident and sickness insurance that exceeds program regulation requirements.)

Applicants must be 18-38 years of age. Programs should be related to applicants' studies and/or professional experience.

Program Options

J-1 Visa Sponsorship

If applicants have arranged their own internship/training programs, InterExchange can provide sponsorship through the J-1 Visa Sponsorship program. InterExchange is designated to sponsor J-1 Visas in a variety of fields, including:

Accounting, Architecture, Business Management, Finance, Engineering, Hospitality & Tourism, Public Administration & Law, the Sciences, Sales and more.

Internship Placement

If applicants have not arranged a program, Career Training USA can help to arrange a program with a U.S. employer through the Internship Placement program. Career Training USA identifies potential opportunities and coordinates interviews between applicants and employers. Upon a successful match, InterExchange also sponsors the visa for the duration of the program.

Program Support

Applicants living in countries where InterExchange has an international partner are assisted throughout the application and pre-departure process by the partner. Applicants apply and pay program fees directly to the partner who submits the applications on their behalf. If there is no partner in one's home country, Career Training USA will provide assistance.

Career Training USA offers full support for the duration of the program here in the U.S.

For more information www.InterExchange.org/internship 1-212-924-0446 training@InterExchange.org

InterExchange, 161 Sixth Avenue, 10th Floor, New York, NY 10013



Application Process



Step 1: Applicants visit www.InterExchange.org/apply to determine whether an international partner exists in their home country. If so, applicants contact the partner, who provides an application, discusses program fees, and answers any questions. If there is no partner, Career Training USA provides assistance with the following steps.

Step 2: Applicants complete the application, including all required documents, and send it to the partner. The following fees must also be included:

- J-1 Visa Sponsorship: Full program fees
- Internship Placement: \$100 placement processing fee (Full program fees due upon placement)



Step 3: After receiving applications and payment from the partner, Career Training USA verifies whether the applicants are eligible and that the programs satisfy all program rules and regulations. Career Training USA notifies applicants if additional supporting documents are required or if any materials require revision. This process takes 2-4 weeks. Applicants to the J-1 Visa Sponsorship Program who pass this review are approved and move to Step 4.

For the Internship Placement Program:

- If applications pass the review above, Career Training USA identifies internship/training programs that match applicants' skills and qualifications. Career Training USA contacts applicants to discuss these opportunities and to coordinate interviews between them and employers.
- If an employer extends an offer, applicants must accept or decline.
 - If accepted, the application is approved.
 - If declined, Career Training USA searches for a more suitable match based on applicants' feedback.
- The placement process can take up to 2 months or longer. Further, Career Training USA cannot guarantee a placement will be arranged if the positions available do not match applicants' skills and qualifications.



Step 4: Upon application approval, applicants receive a confirmation email with their SEVIS ID # and instructions for paying the fee for SEVIS, the U.S. Government database in which all program participants are entered. Career Training USA also express mails an acceptance packet with additional program information and paperwork including the DS2019, which is required in order to apply for a visa.

Step 5: After paying the SEVIS fee, applicants must apply for a visa at their local U.S. Embassy/Consulate. The SEVIS ID#, DS-2019, and acceptance materials should be taken to the interview.

Step 6: After receiving a visa, applicants can make final arrangements to travel to the U.S. If denied a visa, applicants should contact the partner immediately to review their situation.



InterExchange is a non-profit organization with more than 40 years experience in arranging cultural exchange programs for work, travel, training and language opportunities. InterExchange is a U.S. Government designated sponsor of a variety of J-1 Exchange Visitor Visa programs and places participants in the U.S. and abroad through cooperation with international cooperators and government agencies.

For more information www.InterExchange.org/internship 1-212-924-0446 training@InterExchange.org

InterExchange, 161 Sixth Avenue, 10th Floor, New York, NY 10013



InterExchange Career Training USA | Intern and Trainee Application - Program Description



InterExchange Career Training USA is designated to sponsor two J-1 Visa programs: the International Student Internship Program and the International Practical Training Program. You must determine which program is appropriate **before** you complete the application.

	International Student Internship Program (Intern)	International Practical Training Program (Trainee)
Eligibility:	Currently enrolled in a degree- or certificate-granting post-secondary academic institution outside the U. S. OR Have graduated from such an institution within 12 months of program start date	A degree or professional certificate from a foreign post-secondary academic institution and at least one year of related professional experience acquired outside the U. S. OR Five years of related professional experience acquired outside the U. S.
Duration:	Up to 12 months	Up to 18 months*
Repeat participation:	Yes, if still a student or recent graduate (current students must return to school for at least one term before reapplying for the Intern visa)	Yes, but must wait at least 2 years after the end of a previous J-1 Intern or Trainee program. (This applies to all participants and is not related to Rule 212(e).)

*Hospitality & Tourism training programs cannot exceed 12 months. Business Management programs (e.g., Sales/Marketing, Finance) at a hotel or restaurant are allowed up to 18 months with prior business management experience.

ADDITIONAL PROGRAM REQUIREMENTS

- You must be between the ages of 18 and 38.
- Your internship or training program must be related to your studies and/or professional experience.
- If your program eligibility is based on years of experience, your letters of reference must be from former employers who can confirm your length of employment. More than 2 letters of reference or additional verification of employment may be required to determine your eligibility. Please also note that U.S. work experience cannot be considered for program eligibility, per federal regulations.
- You must be interviewed in-person, over the phone or via web camera by InterExchange or an approved InterExchange partner.
- You must have verifiable English language skills and possess comprehension of English terminology of your field.
- You must be covered by sufficient Accident & Sickness insurance for the length of your stay in the United States prior to your arrival in the U.S., in accordance with U.S. State Department regulations. Insurance is available through InterExchange.
- You must have sufficient funds to support yourself during your entire stay in the U.S. (including housing and living costs).
- Your internship must be in a field that InterExchange is designated to sponsor, including the following: Architecture, Business, Commerce & Finance, Engineering, Hospitality & Tourism, Information Media & Communications, Management, Marketing & Sales, Public Administration & Law, the Sciences, and Industrial Occupations. InterExchange cannot sponsor training programs in the arts (Arts Administration is allowed), medicine, teaching, social work, or manual labor.

J-1 VISA SPONSORSHIP VS. INTERNSHIP PLACEMENT

You must also indicate one of the following program options:

- J-1 Visa Sponsorship: You already have an internship/training program and are applying for visa sponsorship only.
- Internship Placement: You are applying for assistance in finding an internship/training program and for visa sponsorship upon placement.

If you are already in the U.S. on an InterExchange Career Training USA program, you may be eligible to extend your program. Please contact us for more information.



Step 1: Applicants visit www.InterExchange.org/apply to determine whether an international partner exists in their home country. If so, applicants contact the partner, who provides an application, discusses program fees, and answers any questions. If there is no partner, Career Training USA provides assistance with the following steps.

Step 2: Applicants complete the application, including all required documents, and send it to the partner. The following fees must also be included:

- J-1 Visa Sponsorship: Full program fees
- Internship Placement: \$100 placement processing fee (Full program fees due upon placement)

Step 3: After receiving applications and payment from the partner, Career Training USA verifies whether the applicants are eligible and that the programs satisfy all program rules and regulations. Career Training USA notifies applicants if additional supporting documents are required or if any materials require revision. This process takes 2-4 weeks. Applicants to the J-1 Visa Sponsorship program who pass this review are approved and move to Step 4.

For the Internship Placement Program:

- If applications pass the initial review above, Career Training USA identifies internship/training programs that match applicants' skills and qualifications. Career Training USA contacts applicants to discuss these opportunities and to coordinate interviews between them and employers.
- If an employer extends an offer, applicants must accept or decline.
 - If accepted, the application is approved.
 - If declined, Career Training USA searches for a more suitable match based on applicants' feedback.
- The placement process can take up to 2 months or longer. Further, Career Training USA cannot guarantee a placement will be arranged if the positions available do not match applicants' skills and qualifications.

Step 4: Upon application approval, applicants receive a confirmation email with their SEVIS ID # and instructions for paying the fee for SEVIS, the U.S. Government database in which all program participants are entered. Career Training USA also express mails an acceptance packet with additional program information and paperwork including the DS-2019, which is required in order to apply for a visa.

Step 5: After paying the SEVIS fee, applicants must apply for a visa at their local U.S. Embassy/Consulate. The SEVIS ID#, DS-2019, and acceptance materials should be taken to the interview.

Step 6: After receiving a visa, applicants can make final arrangements to travel to the U.S. If denied a visa, applicants should contact the partner immediately to review their situation.



Applicant Name:

Partner organization/university/law firm who helped you complete your application (if applicable):

Complete and attach this form to the front of your application, and assemble the application materials *in the order listed below*. Please do not submit your application until you have all the required materials—we cannot review applications until they are complete. If any documents must be sent separately, please attach a letter indicating when they will arrive and from whom they will be sent.

APPLICATION CHECKLIST

- Program fees: (check the appropriate option)
 - J-1 Visa Sponsorship*: Full program fees **OR**
 - Internship Placement*: \$100 placement processing fee (full program fees due upon placement)
- 2 passport-sized, color photos; attach one to the application form and paper clip the other to this sheet
- Completed and signed application form, typed (preferred) or hand-written in black ink
 - Indicate which insurance option you have enclosed:
 - Accident and Sickness Insurance: (check the appropriate option)
 - Completed *Application for Insurance Coverage* (if purchasing through InterExchange) **OR**
 - Completed *Confirmation of Existing Insurance Coverage*, signed and stamped by insurance provider (if you have your own insurance that meets the requirements)

REQUIRED SUPPLEMENTAL MATERIALS

- Resume/CV completed in the format of our resume template
- Copy of your transcript (if currently enrolled) or degree/certificate from a post-secondary academic institution outside the U.S.
- Official English translation of transcript or degree/certificate
- 2 letters of reference.
 - Ensure that your letters:
 - Have been written in English (or translated into English by a certified English language translator) in the last 12 months by a previous non-U.S. employer or professor
 - Have been written to the attention of InterExchange Career Training USA
 - Are signed by the reference
 - Are completed on letterhead or have reference's business card attached
 - Indicate the nature of the reference's relationship to you and how long they have known you/length of your employment with him/her
- Additional letter(s) or verification of employment, if applicable (see Program Description for more details)
- Copy of *Interview Form* completed by our partner organization (independent applicants will be interviewed via phone by InterExchange after your application is received)
- Copy of passport photo page (passport must be valid at least 6 months past program end date)
- Copy(ies) of all previous U.S. visas
- Bank statements or a signed statement from a parent/guardian to prove you will have sufficient funds for the entire length of your program if you are pursuing an unpaid program or will only receive a small stipend

For J-1 Visa Sponsorship Only – Employer Information

- Employer Information Cover Page
- Completed and signed *Host Employer Agreement Form*
- Completed *DS7002 Training/Internship Placement Plan* (must be typed in the PDF document in the space that is provided)
- Workers' Compensation Insurance (must submit either a copy of the policy, the certificate or binder letter)

For Dependents

- Copy of passport photo page for each dependent (passport must be valid at least 6 months past program end date)
- Copy(ies) of all previous U.S. visas for each dependent
- Completed Confirmation of Existing Insurance page (pg. 9), signed & stamped by insurance provider, for each dependent (dependents are not eligible to purchase accident and sickness insurance through InterExchange and must show proof of own insurance for the entire duration of the program)

InterExchange Career Training USA | Intern and Trainee Application - Applicant Information



(PLEASE TYPE OR PRINT CLEARLY IN BLACK INK. CHECK BOXES WHERE APPROPRIATE. PRINT NAME EXACTLY AS IT APPEARS ON YOUR PASSPORT)

(See cover page for program details)

Program you are applying for: Student Internship Practical Training

You are requesting: J-1 Visa Sponsorship Only Internship Placement

Attach photo here.

Smile!

Or upload a passport-size photo.

Family Name:	First Name:	Middle Name:
Date of Birth: (MM/DD/YYYY)	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	
City of Birth:	Country of Birth:	
Country of Legal Permanent Residency:	Country of Citizenship: (Country issuing passport)	

APPLICANT CURRENT CONTACT INFORMATION

Applicant Email Address: (required - this is how we communicate with applicants)			
Phone Number 1: Country Code City code Phone Number		Phone Number 2: Country Code City code Phone Number	
Your Present Mailing Address:			
City:	U.S. State: (if applicable)	Country:	Postal Code:

APPLICANT PERMANENT CONTACT INFORMATION/MAILING ADDRESS AT YOUR COUNTRY OF RESIDENCE (If different from above)

Phone Number 1: Country Code City code Phone Number		Phone Number 2: Country Code City code Phone Number	
Your Permanent Mailing Address:			
City:	U.S. State: (if applicable)	Country:	Postal Code:

APPLICANT PROGRAM INFORMATION

Expected Start Date: (The date you will start working at your host company) MM/DD/YYYY:	Program Duration In Months -1-12 Months (Interns); 1-18 Months (Trainees): (Full months only)
Type of Insurance: <input type="checkbox"/> InterExchange <input type="checkbox"/> Other (Please complete Confirmation of Existing Insurance form)	

DEPENDENT INFORMATION (If you are married and/or you have children and plan to bring them with you to the U.S., complete information below. If you have more than 1 dependent, provide the information on separate paper and attach a copy of each dependent's passport). Dependents must have their own insurance before they can be accepted on a J-1 program.

Are you bringing dependent(s) with you to the U.S.? Yes <input type="checkbox"/> No <input type="checkbox"/> How many?	Family Name:	First Name:	Middle Name:
Relationship of dependent to trainee: Spouse <input type="checkbox"/> Child <input type="checkbox"/>	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	Date of Birth: (MM/DD/YYYY)	City of Birth:
Country of Birth:	Country of Legal Permanent Residency:	Country of Citizenship: (Country issuing passport)	

APPLICANT'S EMERGENCY CONTACT INFORMATION (Your emergency contact must speak English. Please provide the name of a relative, spouse, or someone who knows you well.)

English Speaking Emergency Contact Name:	Relationship to Applicant:
Emergency Contact Phone Number 1: Country Code City code Phone Number	Emergency Contact Phone Number 2: Country Code City code Phone Number
Emergency Contact Email Address:	

InterExchange Career Training USA | Intern and Trainee Application - Applicant Information



EDUCATIONAL AND PROFESSIONAL INFORMATION

Are you currently a full-time student? YES <input type="checkbox"/> NO <input type="checkbox"/>	If not a student, what is your current profession?
Proposed field of internship/training program:	Years of work experience related to the field of internship/training program:

EDUCATION

	Name & Location of School	Course of Study	Dates attended	Diploma or Degree Received
Secondary School				
College/University (1)				
College/University (2)				
Graduate Work				
Vocational/Trade School				

LANGUAGE ABILITIES

Language Abilities: (1=Basic, 5=Average, 10=Fluent)		English Test: (if applicable)	
ENGLISH:	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/>	Type:	Score:
Language Abilities: Other _____	Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Basic <input type="checkbox"/>		
Language Abilities: Other _____	Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Basic <input type="checkbox"/>		

APPLICANT U.S. TRAVEL HISTORY

Have you ever worked, lived or studied in the USA? YES <input type="checkbox"/> NO <input type="checkbox"/>	If Yes, please list dates, visa type, and name of program/sponsor for each trip. Attach copy (ies) of all visa(s) listed below. Use additional sheets to list more visas and travel dates.
Date of U.S. Travel	Visa Type and Reason for Travel

APPLICANT MEDICAL HISTORY

Please state any previous medical conditions or surgeries, including dates:	Are you presently on any medication or seeking medical treatment? If yes, explain:



TRAINING/INTERNSHIP OBJECTIVES (cont.)

3. How does the proposed internship/training relate to your field of study and/or your present occupation?

4. Why will it be beneficial for you to intern/train in the U.S.?

5. How would successful completion of an internship/training program in the U.S. assist you in your future?

InterExchange Career Training USA | Intern and Trainee Application - Accident & Sickness Insurance Details



You must complete this page if you are not already covered by International Accident and Sickness Insurance and would like to purchase coverage through Travel Insurance Services. If you choose a different provider, or already have coverage, please complete the form on the next page.

Administered by: TRAVEL INSURANCE SERVICES
 Underwritten By: The Insurance Company of the State of Pennsylvania, Philadelphia, Pennsylvania
 A Member Company of American International Group, Inc. (AIG)

Career Training USA

Policy No. GLB-9124865

SCHEDULE OF BENEFITS

LIMITS

Per Accident or Sickness Medical (\$40 co-pay per visit)	up to \$100,000
Accidental Death & Dismemberment	up to \$10,000
Emergency Medical Evacuation	up to \$30,000
Repatriation of Remains	up to \$7,500

***Note:** Our accident & sickness insurance policy provides treatment in case of medical emergency or unexpected illness during your program. This is not health insurance and will not cover pre-existing conditions, congenital disorders, routine medical exams or dental care, pregnancy, or other items outlined in the Exclusions section of the policy brochure. If an injury occurs during work hours, it may be the responsibility of your employer, who would need to submit a claim with their Worker's Compensation Insurance provider.

Please complete the form below and submit with application to InterExchange

Last Name:	First Name:	Email Address:
Current Mailing Address: (Street)		
City:	Country:	Postal Code:
Months of Insurance:	Start Date:	

Please enclose full payment for insurance for your entire program with this application. The Insurance Fee is \$40.00 per month. Insurance can be ordered for full months only.

If the participant needs to cancel the insurance coverage, a refund will be issued if the participant:

- Returns the DS-2019 form to InterExchange as proof that s/he is no longer on the program; or
- Provides confirmation of existing insurance policy by completing the *Confirmation of Existing Insurance* form to InterExchange

All insurance refunds will start from the closest full month following the cancellation date.

A \$25.00 administrative fee will be deducted from all refunds.

Signature _____ Date (MM/DD/YYYY) _____

InterExchange Career Training USA | Intern and Trainee Application - Confirmation of Existing Insurance



Name of Insured Party: (Last, First)		Email:	
Mailing Address: (Street)			
City:	Country:	Postal Code:	
Insurance coverage starts on (MM/DD/YYYY):		Insurance coverage ends on (MM/DD/YYYY):	
Insurance Carrier:		Policy No.	
U.S. Claims Office Address: (required)			
City:	Country:	Postal Code:	Telephone:

INSURANCE TYPE:	MINIMUM REQUIRED COVERAGE:	ACTUAL COVERAGE IN U.S. DOLLARS:
A: Illness & accident (per accident/sickness amount)	at least \$50,000	
Deductible	not more than \$50	
B: Accidental death and dismemberment	at least \$10,000	
C: Emergency medical evacuation for medical treatment, if warranted, to home country	at least \$25,000	
D: Preparation and repatriation of remains	at least \$7,500	

Insurance Company Rating: Any insurance policy secured to fulfill the above requirements must be underwritten by an insurance company which meets the following rating standards as required by the U.S. government; reference section 514.14 (c) of the Exchange Visitor's Regulations:

- a) having an A.M. Best rating of "A-" or above OR
- b) having an Insurance Solvency International, Ltd. (ISI) rating of "A-i" or above OR
- c) having a Standard & Poor's Claims-paying Ability rating of "A-" or above OR
- d) having a Weiss Research, Inc. rating of "B+" or above OR
- e) be backed by the full faith and credit of the government of the Exchange Visitor's home country

The above insurance company was rated by _____ and received a rating of _____.

We certify that the above named person has obtained the coverage described above and that the actual coverage as detailed in the original policy at least matches or exceeds the limits mentioned on this form.

Date

Stamp and signature of Authorized Agent of Insurance Carrier

InterExchange Career Training USA | Intern and Trainee Application - Cost of Living Worksheet



Interns and Trainees must have sufficient funds to support themselves for their entire stay in the U.S. Please calculate the amount of money you will need upon arrival as well as your expected monthly expenses. You may consult your prospective employer for information about the cost of living in their area.

Proposed salary:

One-time expenses (These are costs you may incur upon arrival in the United States)

Hotel upon arrival:

Furniture/Housewares:

Security deposit for an apartment (usually equivalent to one month rent. May require last month rent as well.):

Total One-time expenses:

Monthly Expenses

Monthly Rent:

Food & other groceries:

Commuting costs (e.g., gas, parking, tolls, bus, subway):

Laundry/Dry Cleaning:

Internet:

Phone:

Utilities (e.g., water, heat, electricity):

Other (cable, medicine):

Total Monthly expenses:

InterExchange | Intern and Trainee Application - Career Training USA | Fee Payment Form



InterExchange accepts the following forms of payment:

- (1) Online payment: www.interexchange.org/payonline (**Preferred method**)
- (2) Credit Card:
Please use this form for credit card authorization. Form must be signed by the cardholder and have a complete billing address.
- (3) Check: drawn on a U.S. bank account, payable to **InterExchange, Inc.**
*Please allow a minimum of 2 weeks for checks to be cleared by our bank.
- (4) Money Order, payable to **InterExchange, Inc.**

CREDIT CARD AUTHORIZATION FORM

Applicant Name: (Family, First)		Program Length: (Months)	
Applicant Email Address:			
Program fee due: \$	Insurance Fee due: \$	Host Employer Site Visit Fee (if not being paid by employer): \$	Total Fees Due: \$
I authorize InterExchange to charge US\$ _____ for the Career Training USA Program to my: <input type="checkbox"/> American Express <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/>			
Card Number:			Expiration Date:
Name as it appears on the card:			
Cardholder's Email Address:			
Billing Address: (Street)			
City:	U.S. State: (if applicable)	Postal Code:	Country:

Credit/Debit Card Holder's Signature	
Date (MM/DD/YYYY)	

Please return this form to InterExchange with your application or submit your payment at www.interexchange.org/payonline

*Cancellation fees may apply
Prices are subject to change without notice*

InterExchange Career Training USA | Intern and Trainee Application - Participant Agreement



InterExchange Career Training USA Participant Agreement

I recognize that the purpose of this Internship/Training is to enhance my skills and knowledge in my occupational field.

I agree to adhere to the goals, objectives, government regulations and sponsor guidelines and policies of the J-1 Internship/Training Exchange Visitor Program (22 CFR Part 62.22).

I understand that placements for Interns are 12 months maximum and placements for Trainees are 18 months maximum or 12 months maximum for Hospitality and Tourism. For Hospitality placements lasting six months or longer I understand that I must complete at least three departmental or functional rotations.

At the completion of my program I agree to leave the USA within 30 days.

I understand that InterExchange is a government designated sponsor of the Internship/Training J-1 Visa program and the sponsor may at any time withdraw my sponsorship in the event of non-compliance of the program regulations (22 CFR Part 62.22) or deviation from the Training/Internship Placement Plan (US Government Form DS-7002).

I agree to inform the sponsor of my U.S. arrival date and register in SEVIS within 10 days of my arrival.

I agree to inform the sponsor of any change of living address, telephone number, or email address no later than 10 days after each event.

I understand that I must notify the sponsor of any trips I plan to take outside the U.S. I also understand that I must have the sponsor sign my DS-2019 form prior to taking a trip outside the U.S. and that the signature is valid for 6 months.

I understand that I must notify the sponsor if I quit or if I am fired from my internship or training program no later than 10 days after the event. I also understand that I may seek a new internship/training program but may not begin working until the sponsor has approved the employer. Furthermore, I agree that I will leave the U.S. within 30 days of quitting/being fired if I do not locate a new employer who has been approved by the sponsor.

I agree to respond to all communication requests from the sponsor in a timely manner. I will notify the sponsor immediately if the training plan changes or is not being followed, if I decide to leave the program or if I experience any major medical, psychological, or criminal incident.

I understand that my Internship/Training must not involve unskilled or casual labor and is for a minimum of 32 hours per week (of which not more than 20 percent can be clerical work). I also certify that I will in no way do an Internship/Training related to child, patient or elder care, clinical or medical work, psychological counseling or social work, nursing, dentistry or veterinary work, speech therapy or early childhood education.

I understand that the Intern/Trainee J-1 Visa program is not intended to be a substitute for ordinary work purposes, nor is it intended under any circumstance to displace American workers, or be a conduit to permanent work and residency in the USA.

I understand that I may not seek additional paid employment during my program.

I understand that the sponsor cannot guarantee visa approval and therefore I agree to the refund policy as outlined within the Career Training USA Application once the original US Government Form DS-2019 has been returned to the sponsor.

Per Internal Revenue Service Employer Tax Guide and Publication 515, I understand that participants on a J-1 Visa are considered non-resident aliens who are not subject to Social Security (FICA), Medicare, or federal unemployment (FUTA) withholding taxes. Furthermore I agree to comply with Federal, State and Local income tax filing requirements.

I understand that I must be covered by accident & sickness insurance sufficient to meet program regulations (22 CFR Part 62.22) throughout the entirety of my program. And I agree to hold the sponsor harmless against any claims, liability, damages or costs incurred by me related to medical or dental care.

I understand and agree that the sponsor cannot be held liable for my performance, nor for any civil or criminal liability incurred by me (including defense costs).

I will indemnify and hold the sponsor harmless against any claims, liability, damages or costs incurred by reason of any act, error or omission of the Host Employer or its agents.

I understand that once my application is submitted it becomes property of InterExchange and that my original documents will not be returned. I understand that I may request copies of my application materials if I submit a notarized request specifying which materials are to be provided.

I agree that any controversy, dispute or claim arising out of or in connection with this agreement, the relationship of the parties, or its interpretation, performance or nonperformance, or any breach thereof shall be determined solely in arbitration conducted in New York City in accordance with the then existing rules of the American Arbitration Association.

I confirm that I have read and understand the program information and this agreement. I confirm that the information I have provided is true, complete and accurate, and upon request I will provide any additional documentation necessary to participate in this exchange program.

Printed Name: _____

Signature: _____

Date: _____

Note: Any false or misleading information or inappropriate behavior during the application process, prior to arrival in the USA or during the program may result in termination of the application and/or the program by InterExchange.



Jane Doe

73 Pierre Street, Paris, France 45bN4 8PD

Email: 123@123.com **Phone:** 011-23456789

Objective: (Summarize in a sentence or two your current career goals. Target this statement to the specific position and industry in which you are interested.)

Ex. "Creative, innovative and motivated business graduate with strong communication skills, seeking an 18 month business traineeship within a U.S. company. Seeking to broaden business expertise, which can be applied to my future career in France"

EDUCATION

List names of academic institutions, universities, language schools, technical schools attended, both past and present, if applicable. Do not include high school education or grades. If you do not have post high school education emphasize your work experience.

Name of Academic Institution (city, country)

(dates attended)

Degree awarded, focus of study

Ex.

Delaware University, London

Bachelor Degree in Marketing

2001-2004

WORK EXPERIENCE

List your work history or previous internship experience (chronologically beginning with most recent experience) that is relevant to your background and the type of internship you are seeking. Do not include work experience that is not relevant or that is unprofessional in nature. List in at least 2-3 sentences the specific job responsibilities related to the position, highlighting any significant contributions you made, new initiatives you started, or major projects you managed.

Ex.

HSBC Bank, Paris, France

Marketing Executive

2004-Present

- *Planned, managed and implemented brand marketing campaigns for bank's international divisions, increasing customer sales by 15%.*
- *Managed mailings, point of sale and customer acquisition projects throughout France.*

SKILLS

Include all computer/technical skills, language ability, certifications, memberships to professional organizations, international or previous US Work and Travel experience or other skills relevant to the industry in which you are seeking an internship.

Ex.

Lake Charles Resort, Pheonix, Arizona

Retail Sales Associate, Summers 2001-2003

Word, Excel, PowerPoint, SAP, AutoCad, Adobe Illustrator, Goldmine, FilePro Internet, DreamWeaver, Database and Email systems.

Fluent in German, French, Spanish, Italian

Member of Business Club International

INTERESTS

List any current hobbies or interests, if applicable.



CLAUDINE SEDILLE

14 Rue du Bac, 75007 Paris, France Tel: (011) + 33 + 1578 291 Email: cpsedille12@hotmail.com

Objective: Creative, innovative and motivated Business graduate with strong communication skills, seeking an 18-month business traineeship within a U.S. company. Seeking to broaden business expertise, which can be applied to my future career in France.

EDUCATION

University of Lyon, School of Business 2000-2003
B.A. Business Management & English

The International School, Geneva, Switzerland 1996- 2000
International Baccalaureate

WORK EXPERIENCE

HSBC Bank, Paris, France 2005-present
Marketing Executive

- Planned, managed and implemented brand marketing campaigns for bank's international divisions, increasing customer sales by 15%.
- Managed mailings, point of sale and customer acquisition projects throughout France.
- Coordinated creative agency and production team to ensure marketing products met company policies and standards.

Citron Production, Lyon, France 2004-2005
Marketing Administrator

- Developed partnerships with consumer goods companies, including Dannon and Nestle.
- Promoted a new company DVD to market product launch.
- Established new project for a Golf Tournament at Cannes.

French Tourism Office, London, UK 2003-2005
Client Services Representative

- Provided clients with advice and information on France, including travel and culture.
- Organized fifteen group trips to France and booked accommodation.
- Coordinated French tourism presentations at the French Consulate, London.

McDonald's, Lake George, NY Summer 2002

- InterExchange J-1 Summer Work & Travel program.
- Provided excellent customer service to all guests.
- Handled cash, processed customer orders.

SKILLS

Fluent in French, English and Spanish
Word, Excel, PowerPoint, Internet, Database and Email systems
International Driving License

INTERESTS

Tennis, yoga, traveling, jazz music