

Please check program Internship USA Professional Career Training USA

Introduction

Congratulations on taking the first step to become an international trainee through CIEE's Internship USA and Professional Career Training USA programs!

As a US Department of State designated sponsor for trainee programs, CIEE is required to ensure that every applicant meets strict participation requirements, as outlined in the J-1 Regulations governing Exchange Visitors to the US. In order to comply with program regulations, you must submit a complete Trainee Application at least 12 weeks in advance of the start of your Trainee program to the CIEE representative in your country. CIEE will only accept complete Trainee Applications for review, and submission of an incomplete application will delay CIEE's application review process and may result in delays to the start of your Trainee program or possibly rejection from the program.

Following these instructions, you will see CIEE's Application Checklist with a complete list of the components of the Trainee Application that must be completed by you, your Host Company, a representative from your University (if applicable), and the CIEE representative in your country. For instructions on completing the application, please go to www.ciee-trainee.net, and you may contact the CIEE representative in your country for further assistance.

Application Checklist Application is not complete without each of the following:

<input type="checkbox"/> Applicant Confirmation	Page 1
<input type="checkbox"/> Applicant Details	Page 2
<input type="checkbox"/> Financial Security Statement	Page 3
<input type="checkbox"/> Proof of English Ability	Page 3
<input type="checkbox"/> Proof of Student Status and Academic Endorsement	Page 3
<input type="checkbox"/> Applicant's Statement of Training Objectives	Page 4
<input type="checkbox"/> Interview Form <i>*To be completed by the CIEE Representative in your home country</i>	Page 5
<input type="checkbox"/> Signed Participant Declaration for Trainee Programs	Pages 6-7
<input type="checkbox"/> Host Company Training Proposal <i>*To be completed by US Host Company only</i>	
<input type="checkbox"/> A certified copy of academic transcript translated into English	
<input type="checkbox"/> A copy of valid passport	
<input type="checkbox"/> A copy of resume or C.V.	
<input type="checkbox"/> A copy of academic diploma if graduated	OR <input type="checkbox"/> Not applicable
<input type="checkbox"/> A copy of previous visas and DS-2019s (formerly IAP-66)	OR <input type="checkbox"/> Not applicable
<input type="checkbox"/> Application for J-2 dependents	OR <input type="checkbox"/> Not applicable J-2 supplement

Applicant Confirmation

I (print your name) _____

have read and understand the Participant Declaration for Trainee Programs, including my obligations for SEVIS compliance and program evaluations.

Applicant Signature _____

Date

Day	Month	Year	

CIEE

Internship USA and Professional Career Training USA
Three Copley Place, Second Floor, Boston, MA 02116

Toll Free: 1-888-COUNCIL

Fax: 1-617-247-2911

E-mail: info@councilexchanges.org

Website: www.ciee-trainee.net

ciee Trainee Application

Please fill in form using all capital letters and include country and city code with all numbers.

Name of CIEE Representative:
Country:
Today's date (day/month/year):

Departure and Return Dates

Date of departure to US	<table border="1"><tr><td>Day</td><td>Month</td><td>Year</td></tr></table>	Day	Month	Year	
Day	Month	Year			
Training start date	<table border="1"><tr><td>Day</td><td>Month</td><td>Year</td></tr></table>	Day	Month	Year	Must be no more than 10 days after departure date
Day	Month	Year			
Training end date	<table border="1"><tr><td>Day</td><td>Month</td><td>Year</td></tr></table>	Day	Month	Year	Must be no more than 18 months after training start date
Day	Month	Year			
Date of return to home country	<table border="1"><tr><td>Day</td><td>Month</td><td>Year</td></tr></table>	Day	Month	Year	Must be no more than 30 days after training end date
Day	Month	Year			

Personal Details Exactly as they appear on your passport

Last name														
First name														
Middle name														
Gender	<input type="checkbox"/> Female	<input type="checkbox"/> Male	Date of birth	<table border="1"><tr><td>Day</td><td>Month</td><td>Year</td></tr></table>	Day	Month	Year							
Day	Month	Year												
City of birth														
Country of birth														
Country of citizenship														
Country of legal permanent residence														
Passport number														
Passport expiration date	<table border="1"><tr><td>Day</td><td>Month</td><td>Year</td></tr></table>	Day	Month	Year										
Day	Month	Year												

Contact Information

E-mail mandatory													
Current street address													
Postal code	City	Country	Valid until	<table border="1"><tr><td>Day</td><td>Month</td><td>Year</td></tr></table>	Day	Month	Year						
Day	Month	Year											
Telephone (country code/city code/number)					Mobile								
Permanent address	<input type="checkbox"/> Check if same as above												
Street address													
Postal code	City	Country											

Emergency Contact

Last name					First name					
Relationship to participant					E-mail					
Street address										
Postal code	City	Country								
Telephone					Mobile					

Previous Visas Please attach copies of previous visas and DS-2019s (formerly IAP-66). Attach additional page if necessary to list all previous J-1 visas.

Have you ever received a J-1 visa to enter the USA?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, how many?													
1) Type of program	<input type="checkbox"/> Summer work/travel	<input type="checkbox"/> Au Pair or EduCare	<input type="checkbox"/> Camp counselor	<input type="checkbox"/> Trainee	<input type="checkbox"/> Other, specify:											
Company (employer)	City		State	J-1 sponsor												
Dates of previous DS-2019 (IAP-66): from	<table border="1"><tr><td>Day</td><td>Month</td><td>Year</td></tr></table>	Day	Month	Year	to	<table border="1"><tr><td>Day</td><td>Month</td><td>Year</td></tr></table>	Day	Month	Year							
Day	Month	Year														
Day	Month	Year														
2) Type of program	<input type="checkbox"/> Summer work/travel	<input type="checkbox"/> Au Pair or EduCare	<input type="checkbox"/> Camp counselor	<input type="checkbox"/> Trainee	<input type="checkbox"/> Other, specify:											
Dates of previous DS-2019 (IAP-66): from	<table border="1"><tr><td>Day</td><td>Month</td><td>Year</td></tr></table>	Day	Month	Year	to	<table border="1"><tr><td>Day</td><td>Month</td><td>Year</td></tr></table>	Day	Month	Year							
Day	Month	Year														
Day	Month	Year														
Company (employer)	City		State	J-1 sponsor												

Applicant's last name

Applicant's first name

Other Visa Information If you answered yes to any of these questions, please submit explanatory documentation with this application.

- Have you ever applied for a visa to immigrate permanently to the US? Yes No
- Have you ever been arrested and convicted of a crime in your home country? Yes No
- Have you ever been arrested and convicted of a crime in the US? Yes No
- Have you ever been refused a visa by a US Embassy? Yes No

Financial Security Statement To be completed by the applicant and guarantor/bank official.

Applicants who earn less than \$750 per month of stay will have to show evidence that they will be able to support themselves during their entire stay in the US (trainee program plus travel dates). The total amount required is \$750 multiplied by the total months spent in the US, not just the months spent on traineeship. Any stipend stated in the Host Company Training Proposal of the application is to be subtracted from this amount. For example: If you are paid \$350 per month, you must prove that you have an additional \$400 per month.

- My salary totals \$750 or more per month as indicated and confirmed by my US Host Company.
- My salary does NOT total \$750 per month, and I have attached an original bank statement or certified copy of a bank statement.
- My salary does NOT total \$750 per month, but I have a guarantor, and I have attached a guarantor letter.

English Ability Applicant must possess sufficient English language proficiency to participate in the training program [22 CFR 62.10 A(2)].

- Native speaker, OR please choose one of the following
 - Attach a copy of an official score that you received on an English exam that you took recently (TOEFL, TOEIC, etc.), OR
 - Attach a copy of your grades/marks/transcripts (translated to English) for English classes taken at University, OR
 - Attach a letter from your English teacher, certifying your level of English, OR have him/her complete the following section:

Oral English ability 1 Beginner 2 Intermediate 3 Advanced

Written English 1 Beginner 2 Intermediate 3 Advanced

Listening comprehension 1 Beginner 2 Intermediate 3 Advanced

Additional comments about the student's knowledge of English and his/her ability to function in an English-speaking work place

Name of teacher (please print)

Telephone

Name of educational institution (please print)

Academic emblem or seal

Teacher's signature

Date

Proof of Student Status and Academic Endorsement For Internship USA ONLY. This section must be completed by an Academic Advisor, Placement Officer, Counselor, or Department Head from your academic institution. If your academic institution will not sign this form, you must attach a letter on official letterhead verifying the same information. Note to Academic Representative: Please complete in English and do not use abbreviations.

Name _____ Title _____

Telephone _____ E-mail _____ Website _____

Name of academic institution _____

I certify that, _____, the applicant for a training program in the US is: Currently enrolled

Years of university level study completed at the time of departure _____ Anticipated graduation date

Major field of study _____ Name of diploma/degree _____

Will this traineeship be evaluated by the academic institution? Yes No

How will your academic institution evaluate the traineeship? Report written/oral On-site evaluation by an official from the school

Other, specify: _____

Please tell us: This traineeship is required for the applicant to graduate, OR

This traineeship is an integral part of the curriculum, OR

This traineeship is optional, but supported by our academic institution.

I certify that the applicant may interrupt his/her studies for a maximum of _____ months to complete this training program.

Signature

Academic emblem or seal

Date

For PCT ONLY I certify that I have graduated. A copy of my diploma is attached. I graduated on

I have not graduated, but I have at least 2 years experience in the industry in which I am training.

Applicant's last name	Applicant's first name
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Host Company		
Name of Host Company		
Address		
City	State	Zip Code
Contact name	Telephone	Fax
E-mail mandatory		

Applicant's Statement of Training Objectives Please type or print clearly. Be specific in your answers.

1. What knowledge and/or skills have you acquired in your current studies or previous work experience that have prepared you for this traineeship?

2. What are your future career goals, and how will this specific training in the US assist you in fulfilling those goals upon return to your home country?

3. Explain the **skills** and **knowledge** you aim to acquire from this training and the anticipated means of achieving these.

4. Please explain why you require on-the-job training* to achieve your future career goals. *The Code of Federal Regulations defines on-the-job-training as "an individual's observation of and participation in given tasks demonstrated by experienced workers for the purpose of acquiring competency in such tasks." Each training plan is required to include "a justification for the utilization of on-the-job training to achieve stated course competencies." 22 CFR 62.22(g)(4)

5. What additional benefits do you hope to gain by participating in this program?

Trainee Interview Form

To be completed by the CIEE Representative in your home country.

Name of CIEE Representative:

Country:

Today's date (day/month/year):

Applicant Details

Last name

First name

Middle name

Date of birth

Day	Month	Year
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Gender:

Female

Male

Interview Details

Have you ever been to the US before? Yes No If yes, please describe.

Do you have friends or relatives currently living in the US? Yes No If yes, please describe.

Do you plan to travel in the US during your stay? Yes No If yes, please describe your plans.

How did you find your traineeship?

How did you first make contact with the Host Company?

How would you describe the company that will be hosting your professional training?

Return from the US

What do you plan to do upon your return from the US? Continue studying Work Other, specify:

Interviewed by

Full name

Date

Day	Month	Year
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Title

Company seal

Interviewed in person via telephone

Participant Declaration for Trainee Programs Internship USA and Professional Career Training USA

Please read the following declaration and keep a copy for your records. You are asked on Page One of this application to certify that you have read and understand all of the responsibilities of participation on the trainee program, as listed below. Please initial after each section and sign the bottom of Page Seven.

SECTION I. – Responsibilities of an Applicant for CIEE's Trainee Programs

1. The applicant agrees that all the information provided in the application is true to the best of his or her knowledge, and acknowledges that any false or misleading information may lead to immediate dismissal from the program.
2. The applicant is responsible for considering his or her personal health and safety needs when applying for or accepting a place in the Program. If the applicant suffers from any health or other condition that would create a risk for him or her while abroad, he or she should not apply.
3. The applicant agrees to pay all fees in accordance with the requirements of the CIEE Representative through whom he or she is submitting an application.
4. The applicant is responsible for submitting all requested documentation (including a passport) to the CIEE Representative in a timely fashion for visa processing. CIEE cannot be held responsible for any additional costs incurred (including the cost of rebooking a flight) due to delays by participants in submitting documentation or delays by the US Embassy in issuing a visa.
5. The applicant must pay the local visa fee to the US Embassy. Applicants are responsible for any additional visa fees that might apply at the US Embassy or Consulate in the country where they are applying for the visa, as well as the government SEVIS fee collected as part of the application.
6. The applicant must attend an interview and complete language screening in order to participate in the program.
7. The applicant must supply CIEE with the name and contact details of next of kin to be contacted in the case of emergency.
8. The applicant will not submit a training application with the intent to train in the US in prohibited positions, including as an au pair, child care giver, teacher, teaching assistant, camp counselor, in private households, as a ship or aircraft crew member, or as medical staff having patient contact. A current list of prohibited positions is updated and listed on www.ciee-trainee.net.
9. An applicant who has recently held a J-1 Exchange Visitor Visa for the US may have to remain in his or her home country for a minimum of 90 days before CIEE can issue a new DS-2019 for the training program. Please contact your local CIEE Representative and local US Embassy for details. Additional processing time for repeat trainees is required in order for the Department of State to approve the application directly.
10. CIEE may issue a DS-2019 form if an applicant meets the trainee program requirements, but cannot guarantee that the US Embassy or Consulate in an applicant's country of residence will issue a J-1 Visa.

Please initial that you have read and understand the above responsibilities of an applicant.

SECTION II. – Responsibilities of a Participant in CIEE's Trainee Programs

1. The participant is responsible for reading and carefully considering all materials made available that relate to safety, health, legal, environmental, political, cultural and religious customs and conditions in the US. Each participant must take full responsibility in the event that laws, regulations, or customs are broken, regardless of his or her actual knowledge of these laws, regulations, or customs.
2. The participant is required to complete a CIEE Orientation online.
3. The participant must exercise due care once in possession of the legal documentation (DS- 2019) and visa. The participant shall bear the cost of replacing these items if they are lost.
4. The participant is responsible for all of his or her acts along with any resulting loss or damage while on the Program. The Participant agrees to

indemnify and hold harmless CIEE for damages or loss to any party caused by his or her conduct.

5. The participant is required to maintain communication with his or her host company prior to arrival, notify the host company in advance of his or her arrival and departure dates, and promptly advise the host company of any changes to his or her travel itinerary due to visa delays or any unforeseen circumstances.
6. All travel before, during and after the program is at the participant's own risk. Any participant who chooses to operate motorized vehicles is responsible for obtaining the necessary license, permission and insurance, and does so at his or her own risk.
7. Once a participant has commenced his or her travel to the US, CIEE cannot amend the program dates as listed on the DS-2019 for any reason. It is the trainee's responsibility to check the program start and end dates prior to traveling to the US to ensure that the dates are correct.
8. If during the course of the program the participant encounters any difficulties with his or her trainee position, or with safety, health, housing – including charges or fees for housing, sanitary conditions, overcrowding, or any other issue, the participant must notify CIEE as soon as possible by phoning CIEE at 1-888-268-6245 during business hours or in an emergency at 1-617-646-7300, 24 hours a day, 7 days a week.
9. The participant in the Training Program is required to comply with all US Government visa and immigration requirements, including the SEVIS tracking as follows:
 - a) Notification of arrival at US Host Company to CIEE within 20 days of the DS-2019 program start date.
 - b) Notification to CIEE of any change in US home address within 10 days of the change.
10. The participant agrees that he or she will not engage in any activity that would bring the trainee program of the Department of State into notoriety or disrepute. Participants should contact CIEE for guidance if any proposed activity might cause this result.
11. The participant agrees to complete an online evaluation at the mid-point and end of the trainee program.

Please initial that you have read and understand the above responsibilities of a participant.

SECTION III. – Responsibilities of a Trainee with Respect to His or Her US Host Company

1. CIEE does not guarantee the availability of trainee positions. A host company's representation that a trainee position is being held does not constitute a binding contract that the trainee position will be available when the trainee arrives. The host company's commitment is one of good faith only. In addition, if the trainee is not fluent in English, does not arrive on time, or has misrepresented any statement in the application, there is an extremely high likelihood the position will not be available to the trainee. Furthermore, if the trainee does not meet the contractual obligations of the host company or CIEE, the Training Proposal Agreement with CIEE may, at CIEE's sole discretion, be terminated.
2. CIEE and its Representatives are not responsible for the trainee's expenses incurred if, for any reason, the trainee has not started training by the agreed date due to weather or other conditions at his or her host company location or for any other reason not under the direct control of CIEE or its Representatives.
3. Trainees must only train at the host company listed on their application and training plan proposal. If for any reason a change of host company becomes necessary, trainees must contact CIEE, submit a new host company training proposal, and obtain approval from CIEE before changing trainee positions.

Applicant's last name

Applicant's first name

Participant Declaration for Trainee Programs Internship USA and Professional Career Training USA

4. If the actual training position does not meet the terms set forth in the host company's training proposal, through no fault of the participant's own, CIEE will assist the participant in finding another position, but CIEE makes no guarantee that it will be able to do so. CIEE also makes no representation that it will be able to find a training position for the trainee in the same geographical area.

5. If a participant is terminated by the host company from the training program for non-compliance with the training plan or the workplace rules of the training host, he or she will be also terminated from the CIEE program for which he or she received a J-1 Visa.

6. If the trainee's original training program ends before the legal working end date (program end date) listed on the Certificate of Eligibility for J1 Status, Form DS-2019, for any reason, it is the participant's responsibility to inform CIEE's Boston, MA USA office and either officially withdraw from the program or obtain approval from CIEE for a new traineeship.

7. In the event of an unauthorized change of the trainee's host company or the premature termination of his or her training program, (e.g., if the traineeship is terminated before the end of the program for any reason), or if the trainee decides to return home early, CIEE will not refund his or her fees nor be responsible for the refund of any fees paid to third parties (e.g., the State Department, SEVIS, etc.).

8. The trainee agrees not to engage in training in any "unskilled occupations," as designated by the U.S Department of State at 22 C.F.R. § 62.22, Appendix E.

Please initial that you have read and understand the above responsibilities of a trainee.

SECTION IV. – Responsibilities of a Trainee at the Conclusion of the Training Program

1. The trainee agrees to return home upon completion of the trainee program and not to attempt to stay in the US to pursue work.

Please initial that you have read and understand the above.

SECTION V. – Contractual Terms and CIEE Program-Related Conditions

1. This English language version of the Contract is the binding contract between the participant and CIEE.

2. CIEE makes no representation or warranty of any kind, expressed or implied, as to the suitability of the Program for any participant, and CIEE disclaims all such warranties to the full extent of the law.

3. The conduct of the Training Program is subject to US government approval and may change without notice.

4. CIEE does not own or operate any entity which provides goods or services for the program, including but not limited to arrangements for or ownership or control over houses, apartments or other lodging facilities; airline, vessel, bus or other transportation companies; food service; or entertainment providers. All such persons and entities are independent contractors and enter into legal relationships directly with participants (and not through CIEE). As a result, CIEE is not liable for any act or failure to act of any such person or entity, or of any third party. Without limitation, CIEE is not responsible for any injury, loss, or damage to person or property, death, delay or inconvenience in connection with the provision of any goods or services occasioned by or resulting from, but not limited to, acts of God, force majeure, acts of war or civil unrest, insurrection or revolt, strikes or other labor activities, criminal or terrorist activities of any kind, overbooking or downgrading of accommodations, structural or other defective conditions of houses, apartments or other lodging facilities (or in any heating, plumbing, electrical or structural problem therein), mechanical or other failure of airplanes or other means of transportation or for any failure of any transportation mechanism to arrive or depart timely, dangers associated with domestic or wild animals, sanitation problems, food poisoning disease, lack of, access to or quality of medical care, difficulty in evacuation in case of medical or

other emergency, or for any other cause beyond the direct control of CIEE.

5. The trainee agrees that any dispute concerning, relating, or referring to the Host Company Training Proposal, Trainee Application, any other literature concerning the program, or the program itself shall be resolved exclusively by binding arbitration in Massachusetts, according to the existing rules of the American Arbitration Association. Such proceedings will be governed by Massachusetts law.

6. CIEE reserves the right to refuse sponsorship to any applicant that CIEE deems does not meet the trainee program eligibility requirements or any applicant that CIEE does not deem appropriate to accept in the general interests of the trainee program. In the event that CIEE refuses an applicant and acceptance in the trainee program, any refund will be made via the CIEE Representative through whom the original application was submitted.

7. Participation in the trainee program begins on the day of departure from the participant's home country and terminates on the day of departure from the US (within the legal program dates). Participation on the trainee program will end a maximum of 18 months plus 30 days from arrival in the US. Participants can arrive 10 days prior to their DS-2019 program start date and remain in the US for up to 30 days beyond their DS-2019 program end date. The trainee is granted a 30-day "Grace Period" to stay in the US after the program end date, although this 30 days is not to be used for additional training.

8. Insurance is provided as a mandatory part of the CIEE program for each trainee for the duration of stay in the US. Each trainee is covered within the legal program dates (DS-2019 dates). Insurance coverage for up to an additional 10 days prior to the DS-2019 program start date and up to an additional 30 days after the DS-2019 program end date can be purchased upon request. CIEE cannot be held responsible for any insurance claim made outside of the confirmed insurance dates.

9. Under the US government's Health Insurance Portability and Accountability Act (HIPAA), CIEE is restricted in its access to certain medical information or records in the event that a trainee has an accident in the US. In order for CIEE to assist trainees to the fullest extent possible with any insurance-related issues, CIEE will need to have a signed Privacy and Confidentiality Release Form from the trainee. This form is optional and the trainee can choose whether or not CIEE is granted access to this information.

10. CIEE reserves the right to dismiss from the program any trainee who is deemed by CIEE to be a danger to him or herself or others, or whose conduct is deemed to be detrimental to the program. In the event of such a dismissal, CIEE shall not be held responsible for any airfare, charges or any other expense incurred by the trainee, and shall not be required to return any fees paid by the trainee.

11. Once the trainee has departed for the US, the trainee will receive no refund should he or she leave the Program. The trainee will also receive no refund should CIEE be required or entitled under this Agreement to withdraw sponsorship after the trainee has departed for the US.

12. CIEE and its Representatives do not provide housing. If a host company does offer housing, it is usually on a first-come, first-served basis. Whether the trainee arranges housing independently or through the host company, the trainee will be required to sign a lease and pay a deposit, which usually amounts to the first and last month's rent and may include an additional security deposit.

Please initial that you have read and understand the above contractual terms and conditions.

Applicant's signature

Date

Day Month Year