



CAREER TRAINING USA

INTERNATIONAL PRACTICAL TRAINING PROGRAM

InterExchange
Career Training USA

The International Practical Training Program offers qualified applicants an opportunity to gain bona fide training in their field in the United States

APPLICATION PROCEDURE FOR TRAINEES

ELIGIBILITY REQUIREMENTS

All applicants must:

- ∞ Be first time participants on the J-1 visa trainee exchange visitor program;
- ∞ Be either full-time university students having completed at least 2 years of study or recent graduates or young professionals;
- ∞ Be fluent in English and familiar with the English terminology of their field;
- ∞ Have had other prior training or intern/work experience in their field;
- ∞ Be between the ages of 20 and 38 years old;
- ∞ Be covered by sufficient health and accident insurance for the length of their stay in the United States, in accordance with U.S. government regulations (insurance is available from InterExchange).

IMPORTANT APPLICANT INFORMATION

- ∞ InterExchange is designated to sponsor training programs in the following fields: Information Media and Communications; Management, Business, Commerce and Finance; The Sciences, Engineering, Architecture, Mathematics, and Industrial Occupations; Public Administration and Law.
- ∞ InterExchange can only sponsor training programs for 6, 12, or 18 months; please choose one of these durations.
- ∞ Submit only **ONE** copy of your application and keep a copy for your files.
- ∞ Submit 2 passport photos. Please attach one of these photos to the application.
- ∞ Your Host Company must submit a training outline with the Training Outline (please refer to the insert "Sample Training Outline"). This should be sent to InterExchange with the trainee part of the application, as a complete packet.
- ∞ Visa applications may take a while to process at U.S. Embassies and Consulates. Therefore, it is crucial that you allow at least 6 weeks from the day we receive your application until the beginning of your training program. We recommend that you also contact the U.S. Embassy or Consulate in your home country to find out the current requirements and time constraints regarding the J-1 visa application procedure. For this information, please visit: http://travel.state.gov/visa/questions_embassy.html
- ∞ If your request for J-1 Visa sponsorship is approved, you will receive a DS-2019 form from InterExchange. This is the document that you will need to apply for your J-1 Visa at the U.S. Embassy or Consulate in your home country.
- ∞ The DS-2019 form confirms you have been entered in the U.S. Government's SEVIS database (Student and Exchange Visitor Information System) by InterExchange. You will also be required to pay a SEVIS fee of \$ 100.00 US to the U.S. Department of Homeland Security (DHS) before you apply for your J-1 visa. For more information on the SEVIS fee, please visit: <https://www.fmjfee.com/index.jhtml> or <http://www.ice.gov/graphics/sevis/pdf/I-901.pdf>

HOW TO APPLY TO THE INTERNATIONAL PRACTICAL TRAINING PROGRAM

For Self-Arranged Trainees (applicants who have found their own host company)

Please submit the items from the **Application Checklist (I-V)** to the InterExchange partner organization in your home country. If InterExchange does not have a partner organization in your country, you may submit the following materials directly to InterExchange. Please note that all materials must be submitted together. Incomplete applications will not be considered. Applications for training programs of 6, 12, or 18 months may be submitted for review. All items listed in the checklist are **REQUIRED** and should be submitted **AT LEAST SIX WEEKS** prior to your intended start date in the United States.

For InterExchange Arranged Trainees (applicants who wish to have a placement arranged by InterExchange)

All applicants applying for placements arranged by InterExchange **MUST** apply through an InterExchange partner organization in his/her home country. The InterExchange arranged training program is highly selective as well as limited. An InterExchange representative in your home country will be able to inform you if this program is available. If available, please submit the items from the **Application Checklist (I, II, IV, and insurance information)** to the InterExchange partner organization. Applications for training programs of 6 or 12 months may be submitted for review. All items listed in the checklist are **REQUIRED** and should be submitted **AT LEAST FOUR to SIX months** prior to your intended start date in the United States.

The Essay

Writing the required essay on a separate sheet of paper, please respond to the following:

Referring to your previous academic and work experiences, please describe what skills and knowledge you would bring to a training program in the U.S. If accepted to the program, what do you hope to gain, personally and professionally, from the experience? **Please be as detailed as possible. The essay should not exceed 1 page.**

The Curriculum Vitae (CV) / Résumé

Please submit an American-style CV or résumé. Your C.V. or résumé should demonstrate your past work experience and educational background. Be sure to give detailed job descriptions, and emphasize the skills you learned and the contributions you made to the



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company. An American-style CV or résumé is typically ONE page and should tell the reader everything s/he would want to know about you professionally. For your reference, we have included a sample résumé with the application. There are also books available that explain the different styles of C.V. or résumé writing.

Program Fees¹ and Cancellation Policy

The program fee covers:

- The DS-2019 form, which is the official document required to apply for the J-1 Visa at a United States Embassy or Consulate in your home country;
- Placement (InterExchange arranged trainee only)
- Pre-arrival information and instructions on how to apply for the J-1 Visa;
- Participant's Handbook;
- Supervisor's Handbook;
- Program administration, supervision, and support throughout the duration of your training.

Program fees and payment methods:

The program fees can be found on the insert with this application. We accept (1) Checks* or (2) Money Orders that are drawn on a US bank account, (3) Bank Transfers (please include any bank transfer fees) and (4) Credit Cards (with a minimum payment of \$ 50.00 US). *For payments made with personal checks, InterExchange must wait two weeks for the check to clear before issuing the DS-2019 form. For more information, please refer to the enclosed payment information insert.

Extensions

Extensions to the training program are possible (for a lifetime total program duration of 18 months), however they require an additional fee, an application, and at least 45 days before the end of your original training period to be processed. Therefore, we strongly advise you to consider the amount of time you can commit to your original training period so that you will not need to apply for an extension later.

APPLICATION CHECKLIST

Your complete application must include the five sections below (I – V) to ensure timely processing:

- I. The Application Form (Biographical information page) must include:
 - A complete, accurate application form
 - 2 passport photos– in color with one of them attached to the form
 - An essay (not a cover letter) written by you in English about your previous academic work and experiences
 - Your C.V. or résumé (American Style)
 - 2 letters of reference (These should be from a past employer or professor, not from family or friends)
 - A photocopy of your passport (photo page)
 - Copy (ies) of all previous U.S. visa(s) (if applicable)
 - Copy of your degree with English translation (from a three-year university or professional school) OR
 - Proof of student status or completion of at least 2 years of post-secondary education
- II. The Learning Agreement (LA) must include:
 - Detailed answers to Learning Objective questions 1-5 on a separate sheet of paper
- III. The Training Plan (TP) must include:
 - Detailed answers to Training Objective questions 1-7 on a separate sheet of paper
 - A Training Outline created by your host company
Please give your host company the insert “Sample Training Outline” as a guide. It is also helpful to give your supervisor a copy of your learning objectives, so that s/he may create a training outline based on your goals. S/he should create this outline and return it to you; you should then include it in your packet when you submit your application to InterExchange.
- IV. Insurance:
 - A complete and signed “Confirmation of Existing Insurance Coverage” form OR
 - A completed “Application for Insurance Coverage” form If you have your own insurance coverage, make sure that it meets the requirements listed on the form, “Confirmation of Existing Coverage” If not, you must purchase insurance through InterExchange
- V. Don't Forget:
 - You must sign your application and you and your supervisor must sign the “Statement of Purpose and Agreement” page
 - To include your payment for the program fee¹ and, if applicable, the insurance coverage

¹ Please contact InterExchange (or the partner organization in your home country) for the current program fees and cancellation policy.



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Please type or print neatly in black ink, and check (✓) boxes where appropriate. **ALL** boxes must be completed. If the information does not apply, please write "n/a" in the box. **Incomplete applications will NOT be accepted.** Send your complete application packet to your InterExchange representative, or directly to InterExchange if there is no representative in your home country.

Trainee Applicant Information:

ATTACH PHOTO HERE (Smile) Photo should be no larger than space provided here.	Name: (Exactly as it appears in your passport):			Family Name	First Name	Middle Name
	Present Address:		City	State /Province	Postal Code	Country
	Telephone: country code/city code/number			E-mail address (required)		
	Mailing Address (if different):		City	State /Province	Postal Code	Country
	Telephone: country code/city code/number			Last date at this address:		
	Date of Birth month/day/year:		City of Birth:	Country of Birth:		
	Country of Legal Permanent Residency:			Country Issuing Passport (your citizenship):		
<input type="checkbox"/> Male <input type="checkbox"/> Female		<input type="checkbox"/> Single <input type="checkbox"/> Married		Are you bringing a (any) dependent(s) with you to the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please provide a copy (ies) of your dependent's(s') passport(s) and complete the information below

Dependent Information (Required if trainee intends to bring dependent(s) on J-2 visa)

Family Name	First Name	Middle Name	Relationship to trainee <input type="checkbox"/> SPOUSE <input type="checkbox"/> CHILD	<input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth month/day/year		City of Birth:	Country of Birth:	
Country of Legal Permanent Residency:		Country Issuing Passport (citizenship):		

If you plan to bring additional dependents on the J-2 visa, please provide the above information for each dependent on a separate sheet of paper. Please note that accident and sickness insurance must be provided/purchased for each dependent accompanying you to the United States. Please complete the appropriate forms.

To be eligible for this training program, you must have completed at least 2 years of post-secondary education

Please confirm that you have completed at least 2 years of post-secondary education: <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you currently a full-time student? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of educational institution attended or presently attending:		Date started university MM/DD/YYYY:	
Date graduated (or anticipated graduation) from university MM/DD/YYYY	Field/ major subject studied or presently studying:	Field of proposed training:	
Languages: English <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Poor		Other _____ <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Current position in your home country: <input type="checkbox"/> University Undergraduate Student <input type="checkbox"/> University Graduate Student <input type="checkbox"/> Employee of Private Business <input type="checkbox"/> Other _____			
Have you ever been to the USA? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, please list dates, visa type, and name of program/sponsor for each trip and attach copy (ies) of visa(s)			
DATES	VISA TYPE	PROGRAM/SPONSOR	
Requested start date of training:		Training duration: <input type="checkbox"/> 6 <input type="checkbox"/> 12 <input type="checkbox"/> 18 months	
Self-Arranged trainee applicants, please state the name, address, and telephone number of the host company and contact person:			

ALL PARTICIPANTS IN THIS PROGRAM AND THEIR DEPENDENTS MUST BE COVERED BY ACCIDENT AND SICKNESS INSURANCE FOR THE LENGTH OF THEIR INVOLVEMENT IN THE PROGRAM AND STAY IN THE UNITED STATES.

I have read the program offering in full and agree to the terms and conditions established therein. I have enclosed, or will provide upon request, any supporting reference or documentation. I hereby certify that all information herein is true and accurate to the best of my knowledge.

Applicant's Signature _____ Date _____

Emergency Contact: _____ Phone _____

E-Mail: _____ Mobile Phone: _____