



CAREER TRAINING ARRANGED PLACEMENT GUIDELINES

If you wish to apply for a Career Training USA arranged placement please read the following requirements and complete this form in its entirety. The primary objective of the Career Training USA arranged placement program is to identify, for accepted applicants, a bona fide training or internship opportunity in the field of their experience and/or study suited to the applicants' skills.

PLACEMENT ELIGIBILITY & OBLIGATIONS

1. The InterExchange Arranged Placement program is available to both International Practical Training and International Student Internship applicants. For International Practical Training applicants, you must be able to train for a minimum of 6 months.
2. International Practical Training applicants must apply for an InterExchange Arranged Placement at least four to six months prior to their desired program start date. Generally, trainee applicants who wish for June to November start dates must apply no later than February 1st. Trainee applicants who wish for December to May start dates must apply no later than August 1st.
3. The most common and popular fields of applicants are: Business Management, Hospitality and Tourism Management, Hotel Management, Marketing and Sales, Public Relations, and Finance (i.e. banking, commerce, economics). For applicants eligible to train in these fields please allow for a minimum of two to four months processing time. For applicants eligible to participate in other fields, please allow for a minimum of four months for application processing time. Please see the list of approved fields of training for the International Practical Training program on the following page.
4. You must enclose a completed International Practical Training or International Internship USA application, a completed Career Training USA Arranged Placement Form, and full payment at the time of your application submission.
5. You will complete phone interview(s) with InterExchange staff and matched host employer(s).
6. Since employers make all final hiring decisions, a training or internship offer is not guaranteed. The earlier you apply, the more chances your application may have to be viewed by employers with opportunities in your field of eligibility. A training or internship offer can occur any time after acceptance into the InterExchange Arranged Placement program.
7. Career Training USA will inform you immediately if you have received a training or internship offer. We will inform you of the next steps and the exact start date for you to report to your training or internship site.
8. Once you have received and accepted a job offer, you are required to write an acceptance letter to your new host employer. Your acceptance letter must confirm with the host employer your acceptance of the training or internship offer as well as all conditions of the position. You are required to provide InterExchange Career Training USA Department with a copy of your acceptance letter.
9. Any false, misleading, withheld information or inappropriate behavior during the application process, prior to your US arrival or at any point during and after your program in the US, will result in termination of your application and/or program by InterExchange.
10. InterExchange fees only cover placement with a host employer, issuance of the DS2019 form once offer has been confirmed and accepted, and/or insurance. All other costs are the sole responsibility of the applicant.



CAREER TRAINING USA ARRANGED PLACEMENT FORM

PLEASE PRINT OR TYPE INFORMATION

CHECK THE PROGRAM IN WHICH YOU WOULD LIKE TO PARTICIPATE

International Practical Training Program (Year-Round)		Requested Start Date	
International Student Internship Program (Summer Only)		Requested Start Date	

Length of Internship Opportunity:

- 1month 2months 3months 4months

Length of Training Opportunity:

- 6months 12months 18months

Medical History	Yes	No	Explanation
Are you in good health? If no, explain			
Do you have any physical disabilities? If yes, explain			
Do you suffer from any pre-existing conditions? If yes, explain			
Do you have any allergies? If yes, specify			
Do you smoke?			
Most employers have smoke free environments, are you prepared not to smoke while at work?			
Are you presently, or have been in the last two years on any medication? If yes, explain			
Have you ever suffered from a nervous breakdown, depression, or other emotional/mental disorder? If yes, provide description. Use additional sheet(s) of paper if necessary			
Have you ever or are you currently suffering from an eating disorder?			
Have you ever or are you currently suffering from a drug addiction/problem? If yes, provide description. Use additional sheet(s) of paper if necessary			

Employment History	Yes	No	Explanation
Have you ever been arrested? If yes, explain. Use additional sheet(s) of paper if necessary			
Have you ever been convicted of a crime? If yes, explain. Use additional sheet(s) of paper if necessary			
Do you have any visible tattoos or body piercing? If yes, explain			
Are you willing to cover your tattoos and cover or remove your body piercing(s)? If no, explain			
Have you ever been to the US? If yes, please explain by listing dates, visa type, name of program, and name of program sponsor for each trip. Attach copies of all visas. Please use additional sheet(s) of paper if necessary			
Do you have a US Social Security number? If yes, when did you receive your number and what visa or program were you on that required a social security card?			
Have you ever worked outside of your home country? If yes, explain. Use additional sheet(s) of paper if necessary			



Education History	Describe
What is your major field of study?	
Date of university graduation or anticipated date of graduation	
Degree held or will obtain	

Personal History	Yes	No	Explanation
Will you accept an unpaid position? If yes, how will you support yourself financially while you are in the US?			
Do you have family in the US? If yes, please state where and explain			
Do you have friends in the US? If yes, please state where and explain			
Do you plan to travel in the US during and after your training or internship program? If yes, explain your plans			
Have you tried to seek your own placement before applying for the placement option arranged by InterExchange? If yes, to which businesses did you apply?			

In what field would you like to train or intern?

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What type of business would you like to train or intern in based on your specified field?

Why do you want this placement?

What knowledge and/or skills have you acquired in your major field of study that you believe will be useful to your training/internship?

What goals do you want to accomplish during your training/internship?



Have you traveled out of your country? If yes, explain.

List the top four US locations where you would like to train or intern.
(Preferred location of internship or training is not guaranteed)

1.	3.
2.	4.

Why did you choose these locations?

What three words best describe your personality?

Please give an example of how you have resolved a conflict situation at work or university?

Do you work best in a group or alone? Please explain.

What do you think will be your greatest challenge in training/interning in the US?

How do you plan to overcome this challenge?



INTERNATIONAL PRACTICAL TRAINING PROGRAM

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

- InterExchange is designated to sponsor training programs in a variety of fields including: Information Media and Communications; Management, Business, Commerce and Finance, The Sciences, Engineering, Architecture, Mathematics, and Industrial Occupations, Public Administration and Law
- InterExchange cannot sponsor training programs in the arts (**arts administration is allowed**), medicine, teaching, social work or manual labor
- InterExchange can only sponsor training programs for 6, 12, or 18 months.
- 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 that you have been entered in the U.S. Government's SEVIS (Student and Exchange Visitor Information System) database system by InterExchange. You will be required to pay a SEVIS fee of \$100.00 to the U.S. Department of Homeland Security (DHS) before you apply for your J-1 visa in your home country. 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>
- Visa applications may take a while to process at U.S. Embassies and Consulates. Therefore, it is crucial that you allow enough time (at least 6 weeks for self-arranged applicants and four to six months for Career Training USA Arranged Placement applicants) 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 and interview. For this information, please visit: <http://travel.state.gov/links.html>

APPLICATION PROCEDURES

PROGRAM ELIGIBILITY REQUIREMENTS

- Be first time participant on the J-1 visa trainee exchange visitor program
- Be either full-time university student having completed at least 2 years of study or recent graduate or young professional
- Be 20 to 38 years of age
- Be fluent in English and possess comprehensive understanding of English terminology of your field
- Possess degree, study, or apprenticeship related to the training program from an accredited university or post-secondary institution
- You must have minimum 2 years of university study or 2 years of professional work experience in the chosen field of training. Your degree, study, or work experience from an accredited university, post-secondary institution, or private business must be related to the training program you intend to follow in the US
- 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**)

HOW TO APPLY

SELF-ARRANGED PROGRAM *(applicants who have found their own host employer)*

Please submit the items from the Application Checklist I -V (please see below for checklist) to the InterExchange partner organization in your home country or to InterExchange. Please note that all application materials and payment must be submitted together. **Incomplete applications (including missing payment) will not be considered.**

CAREER TRAINING USA ARRANGED PLACEMENT *(applicant who wants placement arranged by InterExchange)*

All applicants applying for placements arranged by Career Training **MUST** apply **FOUR to SIX MONTHS** in advance of their desired start date. The Career Training USA Arranged Placement program is highly selective and limited. Please submit the Career Training USA Arranged Placement Form in addition to submission of the items from the Application Checklist (I, II, IV, and V) to the partner organization in your home country or to InterExchange directly. Please note that all application materials and payment must be submitted together. **Incomplete applications (including missing payment) will not be considered.**



PROGRAM FEES, CANCELLATION & REFUND POLICY

Please contact InterExchange's partner organization in your home country or InterExchange directly for current program fees, cancellation and refund policy

THE PROGRAM FEE COVERS

- Placement in training position that matches your skills set
- 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
- Pre-arrival information and instructions on how to apply for the J-1 Visa
- Participant's Handbook, Supervisor's Handbook, and *Inside the USA Guide*
- Program administration, supervision, and support throughout the duration of your training

ACCEPTED METHODS OF PAYMENT

- (1) Checks*
- (2) Money Orders that are drawn on a US bank account
- (3) Bank Transfers** (please include any bank transfer fees in amount made and be sure to include your name and the code TP with your payment)
- (4) Credit Cards (with a minimum payment of \$ 10.00 US)

*For payments made with personal checks, InterExchange must wait two weeks for the check to clear before issuing the DS-2019 form.

**For payments made by Bank Transfer, InterExchange must wait two to four weeks for our bank to clear receipt of Bank Transfer payment.

ADDITIONAL APPLICATION INFORMATION

EXTENSION APPLICATIONS

If a Career Training Arranged Placement Host Employer wishes to extend your program please note that all Extension Applications:

- Must be submitted no later than 45 days to the end of the original program date on the original DS2019
- Must be submitted no earlier than 60 days to the end of the original program date on the original DS2019
- Incur a program and insurance fee (unless you can prove existing insurance) based on the length of the extension

Extensions to the training program are possible (for a lifetime total program duration of 18 months)



APPLICATION CHECKLIST

All items listed in the checklist are required. Your complete application must include the five sections below (I-V) to ensure timely processing

I. THE APPLICATION FORM

- A complete, legible and accurate application form
- Submit one copy of your application to InterExchange and be sure to keep an additional copy for your records
- 2 color passport photos- Attach one of them to the application form
- An essay (*not a cover letter – see below for essay requirements*) written by you in English about your previous academic work and/or professional experiences, and training program aspirations
- Your C.V. or résumé (*American Style – see below for Sample CV*)
- 2 letters of reference written within the last 12 months (*These should be from a past employer or professor, not from family or friends. We will not accept two letters of reference from the same company*)
- A photocopy of your passport photo page (*if applicable, for any dependants coming on program*)
- Copy(ies) of all previous U.S. visa(s) (*if applicable, for you and any dependants coming on program*)
- Copy(ies) of your degree or transcript with official English translation (*from a three-year university or professional school*). Please include your academic transcript or an official school letter listing courses completed and status.

II. THE LEARNING OBJECTIVES (LO)

- Detailed answers to Learning Objective questions 1 – 5 on a separate sheet of paper.

III. INSURANCE

- A completed “Application for Insurance Coverage *If you do not, have your own insurance*”
- OR**
- A complete and signed “Confirmation of Existing Insurance Coverage” form (*form If you have your own insurance coverage, make sure that it meets the requirements*)

IV. DON'T FORGET:

- You must sign your application cover page
- You must sign the “Statement of Purpose and Agreement” page
- To include your payment for the program fee and, if applicable, the insurance coverage



COMPLETING THE TRAINING APPLICATION

TRAINEE INSTRUCTIONS

THE ESSAY

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

- Based on previous academic & work experience, describe the skills & knowledge you would bring to your US training program
- If accepted to the program, what do you hope to gain, personally and professionally, from the experience?

Please be as detailed as possible in your essay. The essay should not exceed 2 pages.

THE CURRICULUM VITAE (CV)/RÉSUMÉ

Please submit an **AMERICAN-STYLE** CV or résumé. Your C.V. or résumé should demonstrate 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 each company listed for employment. 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.

LEARNING OBJECTIVES

The Learning Objectives consist of the five questions below. On a separate sheet of paper, please answer questions 1–5 below. Please consider how your period of practical training relates to your field of study or profession and future career goals. Learning Objectives should be detailed and approximately 1–2 pages, typed. Remember to sign the Statement of Purpose and Agreement page

LEARNING OBJECTIVE QUESTIONS

1. How you will prepare yourself to participate in a period of training in the United States? Will you seek additional language training in your field, prior to beginning your training in the U.S.?
2. What skills and knowledge you hope to gain during each of the following stages of your training in the U.S.? Please explain how you plan to attain these goals:
 - a. During your initial introduction period to the company;
 - b. During your observation period;
 - c. Through rotations through several departments and/or your actual on-the-job training;
 - d. Through training seminars, attendance at conferences and/or research work.
3. How does the proposed training relate to your field of study and/or your present occupation?
4. Why it is necessary for you to complete a period of practical training in the United States?
5. How would successful completion of a training program in the United States assist you in fulfilling the goals you have established for yourself once you have returned to your home country?



- ☞ PLEASE TYPE OR PRINT CLEARLY IN BLACK INK. CHECK BOXES WHERE APPROPRIATE
- ☞ ALL BOXES MUST BE COMPLETED
- ☞ IF THE INFORMATION DOES NOT APPLY WRITE "N/A" IN THE BOX

PLEASE PLACE ONE PHOTO HERE BY GLUE OR STAPLE AND INCLUDE SECOND PASSPORT PHOTO WITH YOUR APPLICATION NOT GLUED OR STAPLED

APPLICANT BIOGRAPHICAL INFORMATION

Family Name	
First Name	
Middle Name	
Date of Birth Month_____ Day_____ Year_____	Gender Male _____ Female_____
City of Birth	Country of Birth
Country of Legal Permanent Residency	
Country Issuing Passport (citizenship)	

APPLICANT MARITAL STATUS & DEPENDANT INFORMATION

If you are married and/or you have children please provide a copy(ies) of your dependent(s)' passport(s) and complete the required information below information if you intend to bring dependent(s) on J-2 visa). For any additional dependents you are bringing with you, please provide the requested information on a separate sheet of paper. Please note that accident and sickness insurance must be provided/purchased for each dependent accompanying you to the USA.

Marital Status Single___ Married___ Divorced___ Widowed___	Do you have children? YES_____ NO_____	Are you bringing dependent(s) with you to the U.S.? YES_____ NO_____
Family Name	First Name	Middle Name
Relationship to trainee of dependant SPOUSE_____ CHILD_____	Gender: Male_____ Female_____	Date of Birth Month_____ Day_____ Year_____
Country of Birth	Country of Legal Permanent Residency	Country Issuing Passport (citizenship)

APPLICANT PRESENT CONTACT INFORMATION

Applicant Email Address		
Present Contact Phone Number		
Country Code_____ City code_____ Phone Number_____		
Present Contact Mobile/Cell Number		
Country Code_____ City code_____ Phone Number_____		
Your Present Mailing Address	City	State/Province
Country	Postal Code	

APPLICANT PERMANENT CONTACT INFORMATION

Applicant Email Address		
Permanent Contact Phone Number		
Country Code_____ City code_____ Phone Number_____		
Permanent Contact Mobile/Cell Number		
Country Code_____ City code_____ Phone Number_____		
Your Permanent Mailing Address	City	State/Province
Country	Postal Code	



APPLICANT'S EMERGENCY CONTACT INFORMATION

English Speaking Emergency Contact Name	Relationship to Applicant
Emergency Contact Phone Number	
Country Code _____ City code _____ Phone Number _____	
Emergency Contact Mobile/Cell Number	
Country Code _____ City code _____ Phone Number _____	
Emergency Contact E-Mail Address	

APPLICANT EDUCATIONAL/PROFESSIONAL INFORMATION

Are you currently a full-time student YES _____ NO _____	Name of educational institution presently attending	
Field/major subject studied or presently at university	Field of proposed training	
Date started university? Month _____ Day _____ Year _____	Date of anticipated graduation? Month _____ Day _____ Year _____	Title of degree obtained or will hold upon graduation
Language Abilities: ENGLISH Fluent _____ Fair _____ Poor _____		
Language Abilities: Other _____ Fluent _____ Fair _____ Poor _____		
Language Abilities: Other _____ Fluent _____ Fair _____ Poor _____		
Current Occupational Position In Your Home Country		
Company Name Of Current Employer		
Name Of Current Supervisor And Title		

APPLICANT U.S. TRAVEL HISTORY

Have you ever been to the USA YES _____ NO _____	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	Name of Visa Sponsor Agency

APPLICANT PROGRAM INFORMATION

Type of Program Applying For: Self-Arranged _____	Career Training USA Arranged Internship Placement _____
Requested Start Date Of Training Month _____ Day _____ Year _____	Training Program Duration In Months 6 _____ 12 _____ 18 _____
Type of Insurance: InterExchange Insurance _____	Your own Insurance _____
<i>If you plan to purchase insurance offered by InterExchange, please complete our Insurance Application Form. If you are using your own insurance, please complete the Confirmation of Existing Insurance Form. All participants in this program must be covered by accident and sickness insurance for the length of their involvement in the program and stay in the USA</i>	

APPLICANT DECLARATION

I confirm that I have read and understood the program information and agreement. I confirm that the information I have provided is true, complete, and accurate. I have enclosed, or will provide upon request, any supporting reference or documentation. My signature below, as well as, on the Statement of Purpose and Agreement, and in other distributed InterExchange materials, verify that I have read, understood, and agree to abide by all terms, conditions and rules as detailed above and in other distributed program materials.

Signature of Contact Person	
Date	

Any false, misleading, withheld information or inappropriate behavior during the application process, prior to your USA arrival, during your program start and end time in the us will result in termination of your application and/or program by InterExchange.



HOST EMPLOYER COMPANY INFORMATION

Exact Name Of Company:		Name Of Company CEO/President Or Department President/Director:	
Type of Company:		Exact Title Of Company CEO/President Or Department President/Director:	
Telephone:		Fax:	
Company Web Site:		Company CEO/President Or Department President/Director E-Mail:	
Company Street Address:		City, State Zip:	
Federal Employer Identification Number:	State Licensing Identification Number:	Local City/Municipality Licensing Number:	
Total Number of Employees:	Is this an international Company?	If Yes, Where are Your International Operations Located:	

SITE OF TRAINING ACTIVITY (please complete if different from above)

Name Of Trainee's Direct Supervisor:	Supervisor's Title:
Department:	Number of Employees in Department:
Telephone:	Fax:
Company Web Site:	Supervisor E-Mail:
Company Street Address:	City, State Zip:

STATEMENT OF PURPOSE AND AGREEMENT

The purpose of the InterExchange International Practical Training Program is to enhance the skills and knowledge of qualified trainees in their fields through participation in a structured training program. The program is designed to strengthen international understanding by creating an opportunity for both the trainees and the employer to increase their knowledge of diverse cultures and business practices. This program may be for 6, 12 or 18 months.

The **trainee** agrees to abide by all U.S. laws and regulations governing exchange visitor trainees while residing in the United States, and to abide by the rules and regulations of the InterExchange International Practical Training Program. The trainee will abide by the terms of the stated Learning Agreement and Training Plan established by the trainee and the host company cited above, and will only remain in the U.S. for an agreed upon period of time not to exceed 18 months.

The **host employer** agrees to follow the training plan, which is developed prior to the trainee's arrival in the U.S., and to ensure that the trainee will have access to adequate resources and trained personnel in order to fulfill the objectives of the training. Furthermore, the host company agrees to continually provide evaluation and feedback to the trainee regarding her/his progress. The host company will not place an exchange visitor trainee in a position that would otherwise be filled by a part-time or full-time U.S. employee.

In order to ensure the quality of the program, the trainee and the employer will be required to complete interim and final evaluation reports and submit them to InterExchange.

As program sponsor, **InterExchange** is bound to uphold the program requirements as indicated by the regulations governing the Exchange Visitor Trainee Program. InterExchange will ensure that trainees receive complete program and orientation information in their home country prior to their arrival in the United States. Trainees and host companies will receive appropriate Guides and Manuals from InterExchange as well as ongoing support from InterExchange staff for the duration of the program. InterExchange will ensure that all trainees are covered by sufficient health insurance as required, for the entire duration of their stay in the United States.

<i>Trainee Name & Date</i>	<i>Employer Name & Date</i>	<i>InterExchange Name & Date</i>
<i>Trainee Signature & Date</i>	<i>Employer Signature & Date</i>	<i>InterExchange Signature & Date</i>