

12-Month U.S. Intern Work Program

Participant Application



Dear Program Applicant,

Thank you for your interest in participating on the 12-Month U.S. Intern Work Program (IWP) through USIT and CIEE: Council on International Educational Exchange. CIEE has been authorized by the U.S. Department of State to sponsor candidates on this 12-month program as part of the J-1 Exchange Visitor Visa.

To verify basic program eligibility and ensure that we have the correct information on file for each participant, you will be required to complete the following application in its entirety and return it to your USIT representative in Ireland.

In order to allow sufficient time for application processing and for the mandatory visa interview at the U.S. Embassy in Dublin, we recommend that you submit your complete application to USIT at least six weeks prior to your intended departure to the U.S.

Please keep in mind that the program is open to:

- Irish citizens of at least 18 years of age travelling without dependents to the U.S.
- Participants who plan to secure an internship work placement in a position related to their current studies
- Post-secondary college/university students (enrolled and participating), or recent graduates who have graduated from a post-secondary college/university within the 32 Counties of Ireland no more than 12 months prior to their program start date
- Vocational students whose study is part of a structured program leading to a degree or other credential equivalent to Level VI of the Irish Higher Education System

To help you in completing the 12-Month U.S. IWP Application, we have included a checklist on the following page and ask that you use this as a guide to completing the application.

For further assistance you may contact USIT Ireland at 01.602.1667.

Thank you again for your interest in this exciting new program and we look forward to welcoming you to the United States in the near future.

Sincerely,

A handwritten signature in black ink, appearing to read 'Liam Somers', with a long horizontal stroke extending to the right.

Liam Somers
Director of Operations, CIEE



12-Month U.S. Intern Work Program Checklist

- Applicant Information
- Financial Security Statement
- Proof of Student Status and Academic Endorsement
– or –
- Copy of Diploma (with graduation date within 12 months of intended program start)
- Program Information Page
- Applicant Declaration and Signature
- Copy of valid passport
- Copies of any previous J-1 Visas and DS-2019 Forms

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Applicant Information

Departure and Return Dates

Date of departure to U.S. (mm/dd/yy):

Proposed Internship start date (mm/dd/yy):

Proposed Internship end date (mm/dd/yy):

Date of return to home country (mm/dd/yy):
Must be no more than 12 months after date of departure as listed above.

Personal Details *(please fill these in as they appear on your passport)*

Last name:

First name:

Middle name:

Gender: Female Male

Date of birth (mm/dd/yy):

City of birth:

Country of birth:

Country of citizenship:

Country of legal permanent residence:

Passport number:

Passport expiration date (mm/dd/yy):

Contact Information

Email (mandatory):

Current street address:

Postal code:

City:

Country:

Home telephone (country code/city code/number):

Mobile/cellular telephone (country code/city code/number):

Permanent address (Check if same as above):

Street address:

Postal code:

City:

Country:

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Emergency Contact

Last name:

First name:

Relationship to participant:

Email:

Address:

City:

State:

Zip code:

Home telephone (country code/city code/number):

Mobile/cellular telephone (country code/city code/number):

Previous Visas *(If you need more space, please attach a separate sheet of paper)*

Have you ever received a J-1 Visa to enter the U.S.? Yes No If yes, how many?
(Please include copies of previous visas and DS-2019/IAP-66 forms)

1) Type of program:

- Summer work/travel
- Au Pair or EduCare
- Camp Counselor
- Trainee
- Intern
- Other, specify:

Organization (employer):

J-1 Sponsor:

City:

State:

Dates of previous DS-2019 or IAP-66 (mm/dd/yy):

From:

To:

2) Type of program:

- Summer work/travel
- Au Pair or EduCare
- Camp Counselor
- Trainee
- Intern
- Other, specify:

Organization (employer):

J-1 Sponsor:

City:

State:

Dates of previous DS-2019 or IAP-66 (mm/dd/yy):

From:

To:

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

Have you ever been denied entry into the United States? Yes No

Have you ever applied for a visa to immigrate permanently to the U.S.? Yes No

Have you ever been arrested and/or convicted of a crime in your home country? Yes No

Have you ever been arrested and/or convicted in the U.S.? Yes No

Have you ever been refused a visa by a U.S. Embassy or Consulate? Yes No



Financial Security Statement

Applicants must provide proof of sufficient financial resources to support themselves throughout their entire stay in the U.S. The total amount required is \$750 multiplied by the total number of months to be spent in the U.S.

To begin the program, participants will be required to have at least two months of funding at their disposal. Thereafter, participants will need to maintain the same level of funding either through wages paid by their employer or through additional personal funding. If the internship is unpaid or does not meet the \$750 per month requirement, participants will be required to provide additional proof of funding, which may include a letter of financial support from a guarantor in Ireland or a copy of a bank statement.

Furthermore, participants that cannot find an internship within two months of their program start date will be required by CIEE to show an additional two months of funds (\$750 per month) in the form of a guarantor letter or copy of a current bank statement. Proof of funds will be requested every two months while you continue your search for an internship. You should plan to have sufficient funds on hand in the event that you have difficulty finding an approved internship in the United States.

I confirm that I will have at least \$1,500 at my disposal to begin the program and will be able to show proof of these funds to USIT and/or a U.S. immigration officer upon request. I further confirm that, if my internship does not provide me with at least \$750 per month in wages or I have not located a CIEE-approved internship within two months of my program start date, I will provide CIEE with additional proof of funds to meet the requirement of \$750 per month of stay in the U.S.

Signature:

Date:



Proof of Academic Status and Academic Endorsement

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Enrolled Students

Full-time, enrolled students in a recognized third-level institution (studying to degree level or higher) must have this section completed by an Academic Advisor, Placement Officer, Counselor, or Department Head from your academic institution.

Name of Academic Institution:

Name of Academic Advisor:

Title:

Telephone:

Email:

Website:

I certify that _____, the applicant for an internship program in the U.S., is currently enrolled at my institution.

Years of study completed at the time of departure:

Anticipated graduation date (mm/dd/yy):

Major/field of study:

Name of diploma/degree:

Signature:

Date:

Academic emblem or seal:

Recent Graduates

If you have already graduated and received your degree from a third-level academic institution within the 32 Counties of Ireland and will begin your 12-Month U.S. IWP within 12 months of graduation, please provide the following information.

Name of Academic Institution:

I certify that I have graduated. A copy of my diploma is attached.

Date of graduation:

Degree type:

Field of study:



Program Information

The information you provide below is meant to give USIT, as well as CIEE, a better understanding of your 12-Month IWP goals and objectives. The Applicant understands that approval of this application in no way guarantees approval of applicant's internship once in the U.S. CIEE can only determine the viability of an internship once a signed DS-7002 has been submitted for review.

1. In which industry, or type of company, do you hope to find your internship?

2. What is your most recent field of study?

3. How will completing an internship in the above-mentioned industry or company further your goals as related to this field of study?

4. Identify as best you can the skills and knowledge you aim to acquire from your internship in the U.S.

Participant Declaration

The following section serves to outline the terms and conditions of your participation on the CIEE 12-Month U.S. Intern Work Program. We require that you carefully read the following information, and confirm that you have read, understood, and agree to these terms by signing and dating the last page. If you fail to sign or date this section, we will be unable to process your application until you have done so.

SECTION I. – Applicant Responsibilities

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 the rejection of the application or, if discovered later, to immediate dismissal from the program.
2. The Applicant is responsible for considering his or her personal health and safety needs when applying for and participating 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 procedures outlined by USIT Ireland.
4. The Participant agrees to purchase their flights to the U.S. from USIT. These can be booked through a USIT branch office or the USIT Call Centre. Purchasing tickets online or with another organization will be deemed a violation of program rules and participants will be withdrawn from the program. In this case, full cancellation fees will apply.
5. The Applicant is responsible for submitting all requested documentation to USIT within the timeframes required by USIT for timely processing. USIT/CIEE cannot be held responsible for any additional costs incurred (including the cost of rebooking a flight) by the Applicant due to delays in submitting documentation or delays by the U.S. Embassy in issuing a visa. Moreover, USIT/CIEE advises the Applicant not to book a flight until she or he has secured the visa, since USIT/CIEE cannot be held responsible for the costs of rebooking or cancelling a flight due to delays in processing or visa rejections.
6. The Applicant must pay the local visa fee to the U.S. Embassy. The Applicant is also responsible for any additional visa fees that might apply at the U.S. Embassy in Dublin, as well as the government SEVIS fee collected as part of the application.
7. The Applicant will need to complete an interview with USIT Ireland in order to participate in the program.
8. The Applicant must supply USIT/CIEE with the name and contact details of next of kin to be contacted in the case of emergency.
9. The Applicant must not submit a program application with the intent to work in the U.S. in prohibited positions including; as an au pair, childcare giver, teacher, teaching assistant, camp counselor, in a private household, as a ship or aircraft crew member, as medical staff having patient contact, or in any unskilled position. For a complete list of unskilled positions, please refer to the Department of State's list found here: exchanges.state.gov/jexchanges/private/trainee_unskilled.html.
10. USIT/CIEE may issue a DS-2019 Form if the Applicant meets all relevant program requirements. However, USIT/CIEE has no control over the decision of the U.S. Embassy in Dublin to issue a J-1 Visa.
11. The Applicant understands that approval of this application in no way guarantees approval of applicant's internship once in the U.S. CIEE can only determine the viability of an internship once a signed DS-7002 has been submitted for review.

SECTION II. – General Program Participant Responsibilities

1. The Participant is responsible for reading and carefully considering all materials made available to him or her that relate to safety, health, legal, environmental, political, cultural and religious customs and conditions in the U.S. The 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. In addition to reviewing all program materials, the Participant is required to complete a CIEE orientation.
3. The Participant must exercise due care once in possession of the legal documentation (DS-2019, DS-7002, J-1 Visa, etc.) for the program. (The DS2019 document must be on your person upon entering the U.S. and all other docs must be held in careful possession during your entire stay.) The Participant should be advised that these documents are difficult to replace and that she or he 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 USIT/CIEE for damages or loss to any party caused by his or her conduct.
5. All travel before, during, and after the program is at the Participant's own risk. Also, if the Participant chooses to operate motorized vehicles, he or she is responsible for obtaining the necessary license, permission, and insurance, and does so at his or her own risk.
6. Once the Participant has commenced his or her travel to the U.S., USIT/CIEE cannot amend the program dates as listed on the DS-2019. It is the Participant's responsibility to check the program start and end dates prior to traveling to the U.S. to ensure that the dates are correct.
7. If during the course of the program the Participant encounters any difficulties with his or her internship, or with safety, health, or housing, the Participant should notify CIEE as soon as possible by calling CIEE at 1.888.268.6245. In the event of an emergency, the Participant can also reach CIEE at the above number anytime night or day.
8. The Participant is required to comply with all U.S. Government visa and immigration requirements, including the SEVIS requirement as follows:
 - a) Confirmation of U.S. home address to CIEE within **10 days** of the DS-2019 program start date.
 - b) Notification to CIEE of **any change** in U.S. home address within **10 days** of the change.
9. The Participant agrees that he or she will not engage in any activity that would bring the 12-Month U.S. Intern Work Program or the U.S. Department

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of State into notoriety or disrepute. The Participant should contact CIEE for guidance if any proposed activity might cause this result.

10. The participant agrees to complete an evaluation at the mid-point and end of the program.

SECTION III. – Participant Responsibilities with Respect to His or Her Internship Placement

1. The Participant understands and agrees that it is his or her responsibility to locate a suitable internship position once in the U.S. The position must adhere to U.S. State Department guidelines for the 12-Month U.S. Intern Work Program as follows:

- Be no longer than 12-months in total duration
- Be related to Participant's field of study
- Not be in any of the prohibited fields noted above in **Section I, 9**.

2. The Participant agrees to provide CIEE with the name, location, and full contact details of his or her supervisor for the prospective company immediately upon location of the internship and request a Form DS-7002 template (the U.S. State Department-required documentation of the internship placement) through the CIEE Customer Service Center. Further, the Participant understands that he or she must submit to CIEE the Form DS-7002 fully completed and signed by his or her employer. Finally, the participant understands that he or she should not begin the internship before the DS-7002 is approved by CIEE.

3. If the proposed internship as outlined on Form DS-7002 and submitted by Participant does not meet program requirements, CIEE reserves the right to reject the internship and require that Participant locate another position.

4. If Participant fails to notify CIEE of his or her internship location and/or submit a duly completed and executed Form DS-7002, CIEE reserves the right to withdraw program sponsorship and require that the Participant return home in accordance with U.S. State Department policy.

5. USIT/CIEE cannot guarantee the availability of internship positions once the participant is in the U.S. Completion of Form DS-7002 by a host organization does not constitute a binding contract between host organization and Participant. Should Participant be let go from his or her internship position at no fault of his or her own, the Participant is authorized to locate a new position.

6. USIT/CIEE are not responsible for any expenses incurred by the Participant if he or she has not started an internship by the agreed date due to any circumstances not under the direct control of CIEE.

7. USIT/CIEE are not responsible for a Participant's inability to obtain an internship position once in the U.S. Any participant who returns to Ireland as a result of not finding a suitable position in the U.S. does so at their own decision, and no refund will be given.

8. The Participant may only intern at the host organization listed on Form DS-7002 and approved by CIEE. If for any reason a change of host organization becomes necessary, the Participant must contact CIEE, submit a new DS-7002, and receive written approval from CIEE before changing internships. Casual labor and/or second jobs are not permitted on this visa. Failure to comply with these regulations will result in the Participant's withdrawal from the program.

9. If the actual internship position deviates significantly from the terms set forth in Form DS-7002, or if the internship environment, for whatever reason, proves unresponsive, the Participant should contact CIEE directly. If warranted, CIEE will endeavor to assist the Participant in finding another position. However, CIEE makes no guarantee that it will be able to do so and, furthermore, makes no representation that it will be able to find an internship position for the Participant in the same geographical area, in the same field, or at the same compensation level. The Participant is free to secure an alternative placement in accordance with Internship guidelines as above.

10. The Participant agrees not to engage in training in any unskilled or casual labor positions, in positions that require or involve child care or elder care, or in any kind of position that involves patient care or contact. Furthermore, Participant also agrees not to engage in training in a position that involves more than 20 percent clerical work.

11. If the Participant's original internship program, for whatever reason, ends prior to the end date listed on Form DS-2019, it is the Participant's responsibility to inform CIEE as soon as this is known.

SECTION IV. – Participant Responsibilities at the Conclusion of the Program

1. The Participant agrees that he or she intends to return home upon completion of the program and not to attempt to stay in the U.S.

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

1. The 12-Month U.S. Intern Work Program Application, including this Participant Declaration, 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 the Participant, and CIEE disclaims all such warranties to the full extent of the law.

3. The conduct of the 12-Month U.S. Intern Work Program is subject to U.S. 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 the Participant (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.

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5. The Participant agrees that any dispute concerning, relating, or referring to the Internship Placement Plan, the 12-Month U.S. Intern Work Program Application, any other literature concerning the program, or the program itself shall be resolved exclusively by binding arbitration in the State of Maine, according to the existing rules of the American Arbitration Association. Such proceedings will be governed by State of Maine law.
6. USIT/CIEE reserves the right to refuse sponsorship to any applicant who USIT/CIEE deems does not meet program eligibility requirements or any applicant who USIT/CIEE does not deem appropriate to accept in the general interests of the program. In the event that USIT/CIEE rejects the Applicant's application to the program, any applicable refund will be made via USIT Ireland.
7. Program participation begins on the day of departure from the participant's home country and terminates on the day of departure from the U.S. (so long as this occurs within the legal program dates). The maximum length of the 12-Month U.S. IWP program offered through USIT and CIEE is 12 months. The exact duration of stay in the U.S. must be confirmed by Participant prior to his or her departure to the U.S.
8. Travel Insurance is mandatory for all participants on the program. Minimum levels of insurance cover are determined by U.S. State Department Regulations and it is a legal requirement of the U.S. Government that Participants have adequate insurance cover for the total duration of their stay in the U.S., including any optional travel. It is the responsibility of the Participant to ensure he or she has the appropriate insurance coverage.

Full policy details and options can be obtained by Participant through USIT and as the insured person the Participant must guarantee that he or she complies with the terms and conditions of USIT's insurance policy and the insurers must be informed of any fact which is likely to influence the Insurers in the acceptance, assessment or continuance of this insurance. Failure to do so may invalidate the insurance leaving the Participant with no right to make a claim.

It is possible to submit an alternative insurance policy to USIT and, provided the levels of cover meet the all requirements necessary, the policy can be accepted. Alternative insurance requests may be submitted to USIT up to 30 days before departure. No policies received within 30 days of flight date will be considered and the Participant will have to purchase USIT insurance. There is a €40 processing fee for all approved alternative insurance policies. (This fee is to cover the cost associated with reading through lengthy policies and fine print to ensure the submitted policy meets the program requirements).
9. CIEE reserves the right to dismiss the Participant from the program if, in its best judgment, the Participant is deemed to be a danger to him- or herself or to others, or if his or her conduct is deemed to be detrimental to the program in any way. In the event of such a dismissal, CIEE shall not be held responsible for any resulting expenses incurred by the Participant such as airfare, and shall not be required to return any fees paid by the Participant.
10. Once the Participant has departed for the U.S., he or she will receive no refund should he or she choose to withdraw or terminate his or her program. The Participant will also receive no refund should CIEE find it necessary to withdraw sponsorship after the Participant has departed for the U.S. Also, CIEE is not responsible for the refund of any fees paid to third parties (e.g., the U.S. Embassy, SEVIS, airlines, etc.), regardless of the circumstances.
11. CIEE does not provide housing. The Participant will need to arrange his or her accommodation independently for the program. This will likely require that he or she 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.
12. CIEE may provide the participant's contact information to third parties who provide useful services to exchange program participants. Third parties receiving this information will be required to provide the participant with the opportunity to opt out after the first contact.

Participant Signature

By signing below, you indicate that you have read, understood and agree to all terms outlined in the Participant Declaration section and that you have been made fully aware of the required placement procedures/regulations prior to completing your application for the program. Additionally, by signing below, you also confirm that, to the best of your knowledge, all information contained in the 12-Month U.S. Intern Work Program Application is true and accurate.

Participant Signature:

Date: