



Instructions for Completing the Trainee Application

The Application for Trainee Programs may be obtained from a CIEE Partner in your home country. Alternatively, if no CIEE Partner exists in your home country, you may contact CIEE directly at the following email address and someone will get back to you with information on applying for a Trainee Program: trainees@ciee.org

Once you have received a copy of the application, please closely read these instructions.

There are seven pages of the Trainee Programs application, including a one page Interview form.

The following instructions are broken out page-by-page to provide you with the most detailed information. You should follow these directions in order to minimize processing time and increase the chances of acceptance of your application.

PAGE ONE

First, decide which program best suits you, Internship USA or Professional Career Training USA, and check the appropriate box on the very top of page one. Refer to the “Program Basics” section of www.ciee-trainee.net website for program descriptions.

Next, read the **Introduction** paragraph and refer to the **Application Checklist**. Please note that the application is not considered complete, and therefore will not be submitted to CIEE’s Boston office until all items on the checklist are accounted for.

You will note that a certified English translation of your academic transcript is necessary to complete the checklist. Please provide a certified English transcript for the highest level of education completed, or if you are still enrolled in school, the most recent academic transcript, demonstrating course work up to and including current classes. This is necessary in order for CIEE to determine what level of training is appropriate, given your academic background.

Sign and date the **Application Confirmation**, which is found at the bottom of page one. This confirms that you have read and understand the Participant Declaration on the last two pages of the application.

PAGE TWO

Complete the **Departure and Return Dates** in Day/Month/Year format. You may not enter the U.S. more than 10 days prior to the start of your training program. You may not remain in the U.S. more than 30 days after your training program ends.

Important Note: The “Training Dates” are the dates that will be listed on your DS-2019 Form.

Complete your **Personal Details**. Either type or print in clear, block letters. Print in ink.

Complete the section on **Contact Information**. It is extremely important that you include an email address. Email is the method by which CIEE will send you your program evaluations and any reminders to comply with SEVIS. If you do not have an email address, please go the www.hotmail.com or www.yahoo.com to sign up for a free email account.

*****Your application will not be processed without a valid email account!*****

If your email address changes after you submit your application, you must notify CIEE. You can do so by emailing trainees@ciee.org and we will make a note of the update in our system.

If your physical address is going to change, either because you are in school or moving, please supply an alternate, permanent address. This may be your parents' address if you choose. CIEE may contact you several months after the end of your program for follow-up, so it is important that we have a place to reach you.

Emergency Contact information is likewise essential. You must provide contact details, so that CIEE's Support Center may contact this individual in the event of an emergency.

You must attach copies of any **Previous Visas**, which you may have obtained for J-1 Exchange Visitor Programs. In addition to a copy of the actual Visa, you must supply a copy of the DS-2019 (formerly known as the IAP-66 Form) and you must complete the information in this section. If you have had more than two previous Visas for the US, you must attach a separate sheet of paper and continue to list the information requested.

If you have previously held a J-1 Visa for a Trainee Program, wither with CIEE or with another Sponsor, you must complete the one page supplement for Repeat Trainees.

PAGE THREE

Put your name at the top of page three.

Fill in the details of any **Other Visa Information** that pertains to you. If you answer "Yes" to any of the four questions, you must submit an additional, explanatory page of information. Answering "Yes" to one of these four questions will not automatically disqualify you from receiving a DS-2019 Certificate of Eligibility for the J-1 Exchange Visitor Visa; however, you should be aware that it may decrease the chances for obtaining a Visa at the U.S. Embassy in your home country.

Complete the **Financial Security Statement** to confirm that you have the necessary monetary resources to support you during your entire stay in the U.S. (this means the training time, as well as any travel time you have planned in the US before and/or after the program).

If your training position is unpaid or you will be earning less than \$750 USD per month, you must submit either a bank statement or an official guarantor letter, which attests to the fact that

you have available funds in the amount of \$750 USD multiplied by the number of months that you will be in the U.S. If you will be bringing any dependants with you, you must be able to prove that you have access to \$750 USD per month for each dependant in addition to yourself.

See the last page of these instructions for a sample guarantor letter.

If you are not a native speaker of the English language, you must provide proof of your **English Ability**. There are four options for submitting proof:

1. A copy of an official test of English score, taken within the past three years
2. A copy of your grade marks achieved in University level English classes
3. A letter from your English teacher, which certifies your level of English Ability
4. The portion of the Trainee Application, completed and stamped by an English teacher

If you are applying for Internship USA, you must have a representative from your academic institution complete the **Proof of Student Status and Academic Endorsement** section.

If you are applying for Professional Career Training (PCT), you need to attest to the fact that you either have an academic diploma or at least two years of experience in your chosen industry.

The **Proof of Student Status and Academic Endorsement** section must be completed by an Academic Advisor, a Placement Officer, a Counselor or the Department Head from your academic institution. This section must also include an official, academic emblem or seal along with the officer's signature and on any accompanying academic documents.

PAGE FOUR

Put your name at the top of page four.

Complete the section of information on the **Host Company** which will be providing your training. The contact name should be the person at the Host Company (most probably your supervisor) with whom you have made regular contact regarding the details of your training. It is very important that you provide an accurate telephone number and email address for this contact person, as CIEE will get in touch with this person regarding your training, both prior to approving the traineeship, as well as during the traineeship.

The Host Company Training Proposal is to be completed by the Host Company only. You will be expected to review and sign that you understand and agree with the proposed training. You are not to complete the training proposal yourself.

Complete the five short essay questions, which aim to detail (or describe) your **Training Objectives**. Objectives are defined as "something worked toward or striven for; a goal." Please be very specific when you are answering these questions. This is the section of the application which will be reviewed by a Program Admissions officer to determine whether your intentions for a Trainee Program are aligned with the CIEE rules and the U.S. Department of State program standards. Any information that you can provide to inform the Program Admissions officer on

why you wish to complete training in the US should be clear and concise. It is better to write a short paragraph, which is full of details and specifics, than a long, vague answer.

PAGE FIVE

Page five is the **Interview Form** for the Trainee Application. This page must **only** be filled out by the CIEE partner in your home country (or CIEE Customer Service Representative in Boston, if there is no CIEE partner in your home country). If you complete this form yourself, it will not be accepted, and your application will remain incomplete until the correct version of the interview form is received.

PAGES SIX AND SEVEN

First put your name at the top of each page. On pages six and seven, you must carefully read each of the five sections. This is the **Participant Declaration**, which you confirmed reviewing and understanding by signing page one.

After each section, you must initial that you have read and understand the points in that section. There are five boxes you need to initial. You must also sign and date the bottom of the last page. This may seem redundant, but it is imperative that you not only initial each section, but sign at the bottom of page seven and the bottom of page one. There are many responsibilities associated with being accepted to a J-1 Exchange Visitor Program, and it is important that CIEE, as your legal sponsor, knows that you understand these responsibilities.

Instructions for the REPEAT TRAINEE SUPPLEMENT and J-2 DEPENDENT SUPPLEMENT are included with those documents.

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(Following page – Sample Guarantor Letter)

[DATE]

CIEE
Trainee Program Admissions
Three Copley Place - Second Floor
Boston, MA 02116

Re: Letter of Guaranty

Dear Program Admissions Officer:

[Trainee Applicant's Name] is my son/daughter/[explain nature of relationship], and he/she has applied for a Trainee Program through CIEE.

I understand that CIEE requires each Trainee to have \$750 USD per month while he/she is in the U.S. [Name] will be in the U.S. from [date] to [date], which is a total of ___ months. As a result, he/she is required to have access to no less than [\$750 multiplied by number of months] USD. His/her salary while in the United States will be \$_____ USD per month, and I understand that I am required to provide the difference of \$_____ per month, which is a total of \$_____ over his/her entire Trainee Program.

I hereby certify that I will provide [Name] with \$_____ per month, and a total of \$_____ during his/her Trainee Program. This letter constitutes my unconditional and irrevocable guarantee to provide such funds to [Name] during each month of his/her Trainee Program. [I have attached to this letter a copy of my most recent bank statement or payroll stub indicating that I am financially able to meet the terms of this Guaranty.]

I understand that my failure to meet the terms of this Guaranty may result in CIEE terminating the Trainee Program of [Name]. In the event that the terms of this Guaranty are not satisfied, CIEE may carry out such termination without any further notice to me or [Name] and without fulfillment of any other condition.

Having carefully read the foregoing, I understand the importance of the obligations set forth above and the serious consequences for [Name] of any failure on my part to fulfill the terms. My signature below constitutes my agreement to and my acceptance of all of the terms of the foregoing Guaranty.

Respectfully,

[Guarantor's Name]

[date]