



International Career Development in USA

Internship / Training Program Guide

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1. Introduction

Do you want be immersed in American culture while also building professional skills in your chosen field? Do you want to learn about your field from a completely new perspective while also having the experience of a lifetime? Then our Internship and Trainee Programs are for you! Add international experience to your resume, build your global network, improve your language skills and take time to travel the country and make friends.

Why Us?

We are not the only internship and training program out there, and we know there are other options. But at ICD USA we take a very personal approach to finding the perfect position for each student. Rather than just submitting resumes to every company, we review both the student's resume and educational experience as well as the host company's requirements and preferences to find the match that will be most beneficial for both participants.

Our placement success is an amazing 98% of our applicants. Not only do we have a high success rate of placing students, in most cases we are able to find the placement within a few weeks. The swift placement and high success rate alone set us apart from many of our competitors, but when you factor in our caring, personal approach, as well as the additional services we perform, we stand high above the competition.

To Summarize, the Benefits of Organizing Internship/Training with ICD USA:

- ▶ ICD USA provides complete arrangements for your Internship/Training, including job placement, obtaining the DS-2019 Form (required for J1 Visa), health insurance, housing support and guidance, finding of language school (if desired), transfer and much more.
- ▶ ICD USA offers personalized service. We take care of each Program Participant individually.
- ▶ ICD USA has a strong understanding of the US internship market and application process. We will be honest with you about your chances in your field of study and will help instruct and guide you according to what we know the companies are looking for.
- ▶ Our mission is to make this process easy, professional, and affordable to all.
- ▶ No risk! According to ICD USA policy, a refund of the deposit (first payment, 20%, less \$50 bank transaction fee) will be granted if ICD USA was unsuccessful to provide the placement.

We are looking forward to help you take next step in your career!

2. Internship/Training

Each year thousands of students and young professionals from the entire world arrive to the USA in order to obtain valuable professional experience, global job skills, improved English skills, or simply to have an unforgettable life experience!

The main hurdle is to find a fitting placement company. ICD USA offers professional services that include, but are not limited to:

- ▶ Step-by-step guidance during the application process.
- ▶ Help with resume and cover letter writing, according to the US format.
- ▶ Internship/Training Placement.
- ▶ Internship/Training Placement Plan and Agreements (DS-7002 form.)
- ▶ Assistance in obtaining DS-2019 form¹.
- ▶ Guidance and advice on housing, language school (if desired), etc.
- ▶ Information on visas, visa interview, airline tickets and much more!

2.1. Program Requirements

Internship Program / Training Program

Since 2007, the US Government makes a distinction between an Intern Program and Trainee Program.

You can apply for an Intern Program, if you are a foreign national

(1) who is currently enrolled in and pursuing academic studies abroad,

or

(2) who has graduated from an overseas institution no more than 12 months prior to the start date of his or her exchange visitor program.

MAXIMUM INTERN PROGRAM DURATION: 12 months + 30 days Grace Period².

¹ What is Form DS-2019 (Certificate of Eligibility)?

A SEVIS-generated Form DS-2019 is required when applying for the J-1 Visa. The DS-2019 is a controlled form provided to you by your program sponsor. It documents your acceptance to an exchange program sponsored by a State Department designated Exchange Visitor Program sponsor.

<http://j1visa.state.gov/basics/common-questions/>

² What is the 30-day Grace Period?

The Department of Homeland Security (DHS) provides all J-1 program participants a 30-day travel status period following the completion of their program. This period is NOT included in the program dates entered on the Form DS-2019. The grace period allows participants to travel domestically and/or to prepare for and depart from the United States. Employment is prohibited during this grace period.

<http://j1visa.state.gov/participants/current/adjustments-and-extensions/>

You can apply for a Trainee Program, if you are a foreign national

(1) who has a degree or professional certificate from a postsecondary academic institution abroad and at least one year of related work experience acquired outside the United States,

or

(2) has five years of related work experience acquired outside the United States.

MAXIMUM TRAINEE PROGRAM DURATION: 18 months + 30 days Grace Period.

Requirements for all participants

- ▶ Academic field of study, major, qualification and work experience must correspond to the desired sphere of the Internship/Training.
- ▶ English level must meet requirements to perform successfully in the proposed intern/training position.
- ▶ Proof of sufficient financial funds for the period of the program is required. Internship/Training is meant to give foreign nationals professional experience and knowledge of US business practices. In certain fields, only unpaid positions are generally available. In such cases, the participant must provide adequate funds for the entire duration, at least \$900 per month. Required funds decreases on the amount of your salary for paid positions.

For example:

Duration of the program:	6 months
Stipend per month:	\$500
The aggregate stipend:	6*\$500=\$3000
Required funds for the first month	\$1200
Required proof of funds for 2-6 months:	5*\$1000=\$5000
Participant’s required funds:	\$1200+5000-3000= \$3200

2.2 Duration of the program

The minimum period of the program is 2 months, but many employers are looking for an intern/trainee for at least 6 months. Although extending the contract to the maximum period (12/18 months) is possible, this involves an extra cost for the new DS-2019 form issuance. We recommend you determine the optimum period of the Internship/Training in advance.

After the end of the Internship/Training period, the participants have the right to an additional 30 days, which can be spent on leisure time and travelling within the USA.

2.3 Compensation

Compensation varies by company and basically depends on business field, participants’ work experience and other factors. A modest stipend is not uncommon.

For many US college students internships are a mandatory part of their degree programs. In such cases college credits are offered for completing an internship with certain requirements as if the student has completed a class. Colleges encourage US companies to offer internships for college credit. The idea behind it is to help students get their first experience while still in college.

Some US companies are interested in international internship program, but offer the same conditions as for local students: College credit – meaning unpaid for international candidates.

How can you benefit from an unpaid internship?

- ▶ Receiving free English classes in the field of your choice, instead of paying \$500 per week for a boring classroom practice. Not only to improve your English, but your communications skills as well.
- ▶ Competition in the internship market is very high, so an unpaid 2-5 months position could be a good career start.
- ▶ Even an unpaid internship program will benefit your future career, as you will be getting not only work experience in your field of study but also experience for life (working in a new environment, organization skills, communication skills, and you name it!)
- ▶ We have a lot of positions to choose from, so you can find the most interesting and exciting fit for you.
- ▶ Gain invaluable cultural experience in a new environment
- ▶ Expand your global network



3. ICD USA Service

Internship/Training Placement

We take a very personal approach to finding the perfect position for each student. Rather than just submitting resumes to every company, we review both the student's resume and educational experience as well as the host company's requirements and preferences to find the match that will be most beneficial for both participants.

Form DS2019³

ICD USA provides assistance in obtaining DS-2019 form and developing the Internship/Training Plan (DS-7002 form), required for a J1 visa.

Accommodation

ICD USA advises you about different types of accommodation and provides information about affordable housing options available and assists you in finding the most suitable one. We also provide a list of inexpensive hotels to house you in on your first few days upon arrival. The cost of stay directly depends on geographical region and location.

Courses of the English Language (optional)

Although good English language proficiency is required, many participants wish to sharpen their language skills. There are a lot of English language schools which are much more affordable than those offered in domestic catalogs.

ICD USA helps you to find an appropriate language school, which suits you best.

Flight Tickets

ICD USA has access to a huge number of databases, to help you find the most economical airfare.

Transfer

ICD USA can help you find transfers for you from the airport to your accommodation.

³ What is Form DS-2019 (Certificate of Eligibility)?

A SEVIS-generated Form DS-2019 is required when applying for the J-1 Visa. The DS-2019 is a controlled form provided to you by your program sponsor. It documents your acceptance to an exchange program sponsored by a State Department designated Exchange Visitor Program sponsor.

<http://j1visa.state.gov/basics/common-questions/>

4. Program step-by-step

ICD USA arranges professional internship/training programs for international participants to provide them with opportunities for professional development, knowledge of US business practices, and a better understanding of American society and culture.

1. At least 3-4 months before intended internship/training submit online application. We will contact you soon to discuss all details.
2. ICD USA Contract, 20% down payment⁴.
3. Create your Resume and Cover Letter. ICD USA will provide you with Application materials.
4. Once we find a company interested in your application, we will get in touch with you to arrange an interview. Don't panic, ICD USA supports you and gives valuable advise for your interview⁵.
5. If your interview is successful, ICD USA will prepare your Placement Agreement.
6. ICD USA helps to solve questions related to accommodations, insurances, English language courses, etc.
7. ICD USA compiles the detailed Internship/Training plan (DS-7002 form) and provides assistance in obtaining the DS-2019 form.
8. Interview with the sponsor⁶ of DS-2019 form.
9. Payment of SEVIS fee⁷.
10. After obtaining all necessary documents we prepare the participant for the visa interview in the US Embassy/Consulate⁸.

⁴ A refund of the deposit (first payment, 20%, less \$50 transaction fee) will be granted if ICD USA was unsuccessful to provide the placement.

⁵ **Advice from ICD USA:** To feel more comfortable about interviewing, we suggest you listen to the American radio stations online, for example <http://www.chicagopublicradio.org>

⁶ The program sponsors are responsible for screening and selecting eligible foreign nationals for participation in their designated exchange visitor program, as well as supporting and monitoring exchange visitors during their stay in the United States. <http://j1visa.state.gov/basics/common-questions/>

⁷ Nonimmigrant students and exchange visitors are subject to this fee, which will be used to administer and maintain the Student and Exchange Visitor Information System (SEVIS) as well as develop and deploy the next generation of SEVIS, support compliance activities, and establish SEVIS Liaison Officers to provide information and assistance to students and schools. <https://www.ice.gov/sevis>

⁸ You are advised to not finalize any travel plans or reservations (e.g. purchasing plane tickets, booking hotel, etc.) until your passport has been returned to you with a valid non-immigrant visa.

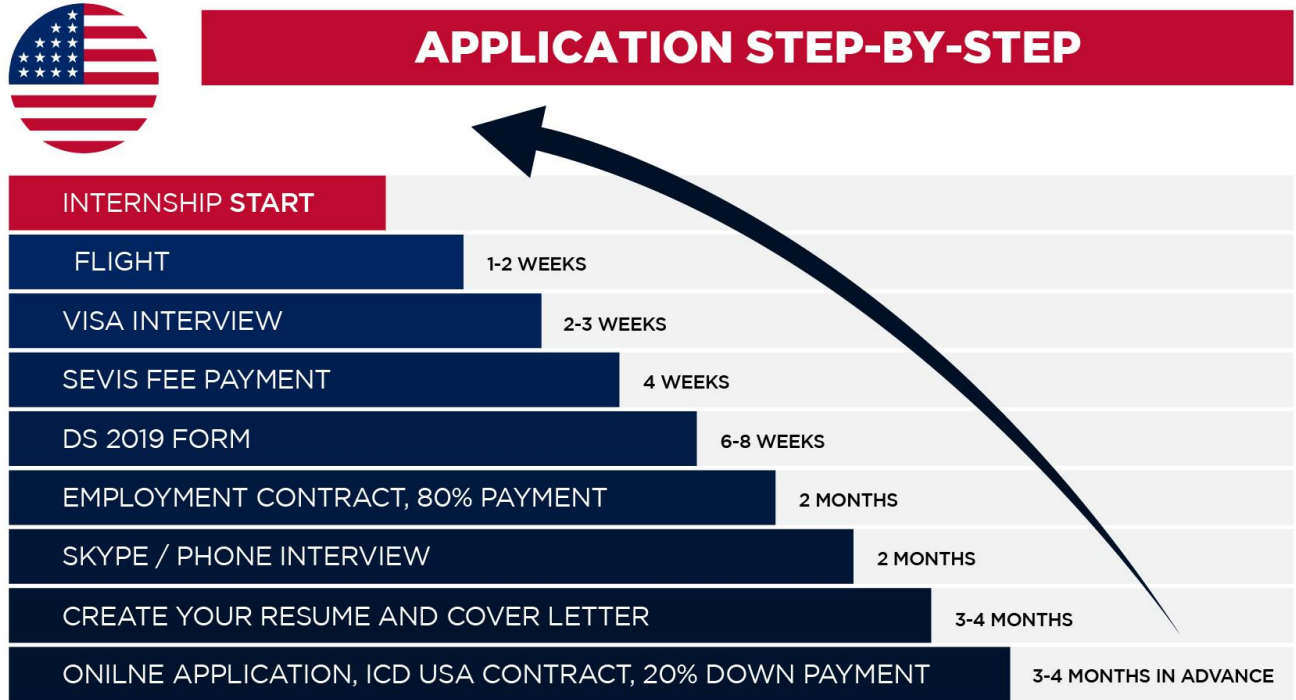
The official visa denial quote for J1 visa is less than 6%. In order to be successful you have to

1. Meet all Internship / Training Program requirements
2. Prove your ties to your home country and your intention to leave the U.S. after your temporary stay.

11. Flight reservation and the instruction before the departure.

The services of ICD USA do not end at this point. With any emergency problems you can contact our office in Chicago.

After the successful end of the Internship/Training program you will obtain the certificate of participation from ICD USA.



WHAT CONSTITUTES "STRONG TIES"?

Strong ties differ from country to country, city to city, individual to individual. Some examples of ties can be a job, a house, a family, a bank account. "Ties" are the various aspects of your life that bind you to your country of residence: your possessions, employment, social life and family relationships.

As a citizen or legal permanent resident, imagine your own ties to your home country. Would the US consular office consider that you have a residence in your home country that you do not intend to abandon? It is likely that the answer would be "yes" if you have a job, a family, if you own or rent a house or apartment, or if you have other commitments that would require you to return to your home country at the conclusion of a visit to the United States. Each person's situation is different.

Consular officers are aware of this diversity. During the visa interview they look at each application individually and consider professional, social, cultural and other factors. In cases of younger applicants who may not have had an opportunity to form many ties, consular officers may look at the applicants specific intentions, family situations, and long-range plans and prospects within his or her country of residence. Each case is examined individually and is accorded every consideration under the law.

<http://travel.state.gov/content/visas/en/general/denials.html>

5. Program Fees

Internship/Training placement	US \$
2-3 months	790
4-6 months	890
7-12 months	1190
<hr/>	
DS-2019 Form	
2-3 months	995
4-6 months	1190
7-12 months	1390
<hr/>	
Basic Package: <i>Internship/Training Placement+</i> <i>Form DS-2019+</i> <i>Help with housing search</i>	
2-3 months	1650
4-6 months	1985
7-12 months	2190
<hr/>	
Insurance ⁹	95/month

⁹ Emergency Health Insurance is required for the entire program period for J1 visa application. The price is subject to change in some cases as some DS 2019 form sponsors (Form DS-2019 is required when applying for the J-1 Visa) require to use their own insurance provider. This coverage is not for routine or preventative care and is for emergency purposes only.

U.S. Department of State Minimum Health Insurance Requirements:

1. A minimum of \$10,000 in case of medical evacuation.
2. A minimum of \$7,500 in case of repatriation of remains.
3. A minimum of \$50,000 of regular and customary medical expenses per accident or sickness.
4. A maximum deductible of \$500 per accident or sickness.
5. EITHER be underwritten by an insurance corporation with one of the following ratings:
 - an A.M. Best rating of "A-" or above
 - an Insurance Solvency International Ltd. (ISI) rating of "A-i" or above
 - a Standard & Poor's Claims-paying Ability rating of "A-" or above
 - a Weiss Research Inc. rating of "B+" or above
 - a corresponding rating from the United States Information Agency

OR be backed by the full faith and credit of the government of your home country

OR be offered through or underwritten by a federally qualified Health Maintenance Organization (HMO) or eligible Competitive Medical Plan (CMP), as determined by the Health Care Financing Administration of the U.S. Department of Health and Human Services.

Other Expenses

1. \$ 180 SEVIS Fee¹⁰
2. \$ 160 US Embassy/Consulate Fee¹¹
3. Flight ticket
4. Cost of living

Payment Procedure

- ▶ 20% of the total amount after signing the contract with ICD USA¹².
- ▶ 80% of the total amount after signing the internship/training placement contract.

ICD USA Special Offers

- ▶ Take a friend with you and get \$50 discount.
- ▶ Recommend us to your friends and get a **\$25** discount (you don't have to participate yourself!)

¹⁰ Nonimmigrant students and exchange visitors are subject to this fee, which will be used to administer and maintain the Student and Exchange Visitor Information System (SEVIS) as well as develop and deploy the next generation of SEVIS, support compliance activities, and establish SEVIS Liaison Officers to provide information and assistance to students and schools. <https://www.ice.gov/sevis>

¹¹ Embassy/Consulate fee may vary; for more info and latest updates go to the web site of US Embassy or Consulate in your country. <http://www.usembassy.gov/>

¹² A refund of the deposit (first payment, 20%, less \$50 transaction fee) will be granted if ICD USA was unsuccessful to provide the placement.

6. Insurance Info

What is travel insurance for?

If you become ill or get injured during your stay abroad your health insurance coverage at home won't pay for all treatments that you will possibly need. In particular, medical treatments in the USA are often not covered by your insurance company at home. In case of hospitalization in the USA, the costs can be up to 3,000 USD per day.

What is the difference between travel insurance and my health insurance at home?

The travel insurance is a private insurance that is valid during your stay abroad. The insurance coverage is extensive and complementary to your existing coverage, but is not as comprehensive as your health insurance coverage at home. Certain treatments are excluded from coverage, e.g. treatment of pre-existing conditions, regular check-ups, orthodontics or psychological treatment. Before receiving any medical treatment, please read your insurance certificate and the conditions carefully to learn which benefits are covered under your travel insurance.

Insurance provided by ICD USA: Schedule of Benefits	USD
Insured amount per person (per accident or illness) max	100,000
Elective co-payment per doctor's visit	50
Emergency Room – Deductible ¹³ (applies only in the US)	For injury: USD 0 For illness resulting in direct hospitalization: USD 0 For illness which does not result in direct hospitalization: USD 350
Hospitalization	100%
Outpatient treatment by a doctor/specialist	100%
Prescribed medicines	100%
Prescribed treatment by a physiotherapist/chiropractor	2,500
Provisional pain-stilling dental treatment	200 (per incident / tooth)
Ambulance transportation	100%
Medical Evacuation/Repatriation	100%
Return Trip	100%
Compassionate Emergency Repatriation	100%
Compassionate emergency visit	100%
Statutory arrangements in case of death	100%
Home transportation of the deceased	100%
Personal accident – death and disability	15,000

¹³ In an insurance policy, the deductible is the amount of expenses that must be paid by insured (YOU) before an insurance company will pay any expenses.

7. FAQ

Do I apply as an "Intern" or a "Trainee"?

You can apply for an Intern Program, if you are a foreign national

- ▶ who is currently enrolled in and pursuing academic studies abroad,
or
- ▶ who has graduated from an overseas institution no more than 12 months prior to the start date of his or her exchange visitor program.

MAXIMUM INTERN PROGRAM DURATION: 12 months + 30 days Grace Period.

You can apply for Trainee Program, if you are a foreign national

- ▶ who has a degree or professional certificate from a postsecondary academic institution abroad and at least one year of related work experience acquired outside the United States,
or
- ▶ has five years of related work experience acquired outside the United States.

MAXIMUM TRAINEE PROGRAM DURATION: 18 months + 30 days Grace Period.

What is the 30-day Grace Period?

The Department of Homeland Security (DHS) provides all J-1 program participants a 30-day travel status period **following** the completion of their program. **This period is NOT included in the program dates entered on the Form DS-2019.** The grace period allows participants to travel domestically and/or to prepare for and depart from the United States. It is not to be used for any other purpose. Program participants who travel beyond the boundaries of the United States during the grace period may not be permitted by DHS to re-enter the United States as they are no longer in valid J-1 status during this time. Employment is prohibited during this grace period.

Why do I need a visa sponsor and the DS2019 form?

You need DS-2019 form in order to apply for the J-1 visa, which allows you to be an intern/trainee in the USA.

How and when do I apply?

The application for an internship/training is year round. Please note that the number of job seekers by far exceeds the number of available internship/training positions. You must apply with ICD USA 3-4 months before your intended internship/training start date in order to be successful. Basically, the sooner you apply, the better your chances for the desired internship.

How long is an internship/training?

The minimum period of the program is 2 months, but many employers are looking for an intern/trainee for at least 6 months and justify this with an extensive training period for foreign trainees. The extension of a contract to the maximum period (12/18 months) is possible, but

requires an extra cost for the new DS-2019 form issuance. We recommend application for the optimum period of Internship/Training in advance.

Are any occupations excluded from J intern or training programs?

Trainee or interns may not be placed in unskilled or casual labour positions, positions involving more than 20 percent clerical work, positions requiring trainees to provide therapy, medication, or other clinical or medical care (e.g. sports or physical therapy, psychological counseling, nursing, dentistry, veterinary medicine, social work, speech therapy, or early childhood education).

What are the maximum lengths allowed for programs?

An intern program has a maximum length of twelve months.
A trainee program has a maximum length of eighteen months, except:

- ▶ Hospitality and Tourism, which is limited to twelve months
- ▶ If an agricultural program does not contain at least 6 months of classroom study, it is limited to twelve months.

Are travel and living costs already included in the price?

Costs of travel, accommodation and any language course are **not included** in the agency fee. Employers may share your travel or housing expenses; however ICD USA can not make any guarantee for this. You must have enough financial funds to qualify for J1 visa.

Are the internships paid?

Compensation varies by company and basically depends on business field, participants' work experience and other factors. Some companies may assist with housing and/or transportation.

Is there any support in finding accommodation?

ICD USA advises you about different types of accommodation and provides information about the affordable housing options available and assists you in finding the most suitable one. We also provide a list of inexpensive hotels to house you on your first few days upon arrival. The cost of stay directly depends on geographical region and location.

For an additional fee, we will work on your personal list of housing options based on your individual needs and budget. We can arrange showings, so you can simply choose the most appropriate one for you. We understand that arriving to a new country or city is often scary and intimidating. We work hard to make this transition as smooth as possible.

What are the advantages of a professional internship/training placement?

Benefits to Students of organizing Internship/Training with ICD USA:

- ▶ ICD USA provides complete arrangement for your Internship/Training, including job placement, obtaining of DS-2019 Form (required for J1 Visa), health insurance, housing support and guidance, finding of language school (if desired), transfer and much more.
- ▶ ICD USA takes care of each Program Participant individually.
- ▶ ICD USA works hard to find new open positions for international students and to persuade US businesses to hire international interns/trainees. Our list of open positions is updated weekly.
- ▶ No risk, according to ICD USA policy, a refund of the deposit (first payment, 20%, less \$50 bank transaction fee) will be granted if ICD USA was unsuccessful to provide the placement.

What are the chances for a successful internship/training placement?

Our placement success is an amazing 98% of our applicants. Not only do we have a high success rate of placing students, in most cases we are able to find the placement within a few weeks.

However each case is individual and depends on business field, participants' work experience, English fluency, program duration and other factors.

Therefore the most important condition: Student must apply at least 2 months prior to their intended internship/training starting date.

Can I change the internship on the spot or take a job elsewhere?

No. With the J-1 visa, you have no work permit. You are allowed to work only at your host company.

A placement change is only possible if there are serious reasons, such as company insolvency or the discontinuance of the internship/training plan.

How long before my J-1 program starts can I arrive in the United States? How long can I remain after my program ends?

You may not arrive more than 30 days before the program start date shown on your DS-2019. Upon completion of your exchange program, you have a grace period of 30 days to depart the United States.

Why do I need a sponsor for my internship/training program?

The program sponsors are responsible for screening and selecting eligible foreign nationals for participation in their designated exchange visitor program, as well as supporting and monitoring exchange visitors during their stay in the United States.

How do I know if I am subject to the two-year home-country foreign residency requirement?

Some J-1 exchange visitors are subject to the U.S. Department of State Two-Year Foreign Residence Requirement INA 212(e) that requires them to return to their home country for two

years at the end of their J-1 program. If you belong to one of the following categories, you are most likely subject to this requirement at the end of your J-1 program:

- ▶ Medical doctor sponsored by Educational Commission for Foreign Medical Graduates (ECFMG).
- ▶ You come from a country on the U.S. Department of State's "skills list."
- ▶ You received funding from your home government or from the U.S. government through agencies such as Fulbright.

The Two-Year Foreign Residency Requirement will not prevent you from reentering the U.S. with an F-1 student, B-1/B-2 (tourist) or J-1 student visa (or some other categories) in the future, but it will prevent you from getting H-1B non-immigrant employment or Permanent Residency status unless the 2 year requirement is either fulfilled or waived.

How long does it take to obtain a J-1 Visa?

The wait time for an interview and processing for a J-1 Visa varies from country to country and is based on your individual circumstances. Learn more about interview wait and processing times by visiting www.travel.state.gov and select Visa Wait Times <http://travel.state.gov/content/visas/en/general/wait-times.html>

We encourage you to apply as soon as possible. Please note that exchange visitors beginning new programs may not enter the United States more than 30 days before their program start date.

Can I repeat J1 program?

The rules for repeating the J-1 intern and trainee programs are specific to program, so it is important to know which program you participated in originally. As an **intern** you are permitted to participate in another intern program after you have returned to your home country and completed at least a semester at your university. If you are an intern that has graduated from a university and has completed a short internship ending within 12 months of your graduation date, then you may qualify to participate in consecutive intern programs. As a **trainee**, you are allowed to repeat the J-1 trainee program after 2 years of residing outside the U.S.

Also, if you plan on repeating either the J-1 trainee or intern program, your second J-1 program must be different and more advanced than your first and you must always meet the eligibility requirements of the program you are applying to.

It is common to confuse the J-1 regulations regarding repetition of the J-1 trainee or intern program with the two-year home-country foreign residence requirement, INA 212(e) requirement. The difference is that only some individuals are subject to 212 (e), while all are subject to the regulations regarding J-1 program repetition. The individuals subject to 212(e) will have this information marked in their passport and on their DS-2019. If the rule applies, it means that he/she is required to reside in his/her home country or last legal permanent residence for two years before being able to receive an H, L or K visa or apply for permanent residency in the U.S. The two-year home residency rule does not reference the J-1 visa and thus allows those subject to it to repeat the J-1 program as long as they are eligible.

Do you have a question? Give us a call, or write us a quick Email! We look forward to hearing from you!