

Internships in the U.S. & the J-1 Visa



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Senior Director, European Office

Enriching minds, advancing global skills, building careers,
and connecting lives through international exchange since 1963.



Topics



1. About Cultural Vistas
2. Finding an Internship in the U.S.
3. The J-1 Visa
4. Anticipating Costs
5. The Internship Experience
6. Questions ?



ABOUT CULTURAL VISTAS

- Non-profit organization
- Cultural Vistas gGmbH (Berlin) & Cultural Vistas, Inc. (New York / DC)
- U.S. Department of State J-1 Visa sponsor
- 60+ years of experience
- Over 6,000 participants from more than 100 countries each year

WHAT WE DO

- Professional Fellowships
- Study Tours
- Government Visitor Programs
- International Internships & J-1 Visa Sponsorship

“It is so hard to put in words an experience that changed my life so deeply...”

- Nadia Chacra
Train USA Participant





FINDING AN INTERNSHIP IN THE UNITED STATES

STEPS

1. *Start early!* Plan enough time for internship search *and* visa application process
2. Use contacts (friends, employer, career center, LinkedIn, etc.)
3. Conduct online research
4. Apply with targeted, customized application materials
5. Follow-up
6. Once internship opportunity confirmed, find a J-1 visa sponsor
7. Is your host company familiar with the J-1 visa?



FINDING AN INTERNSHIP IN THE UNITED STATES

APPLICATION TIPS

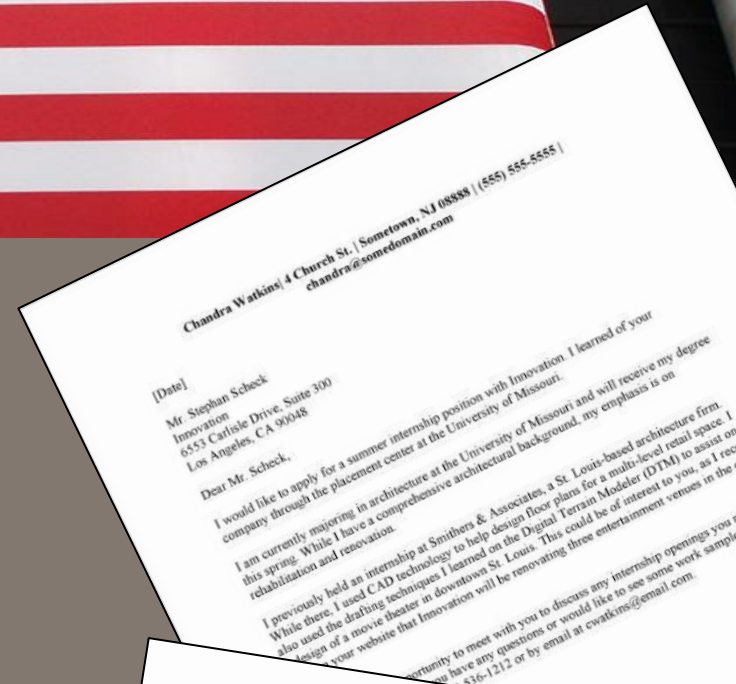
1. Online job portals
2. Send an application to targeted contacts on website or via e-mail as instructed (human resources & relevant person)
3. Cover letter and CV: 1-page each (spell and style check by native speaker)
4. Additional documents and recommendation letters usually not needed when first applying

Online Resources:

Cultural Vistas Blog
Indeed
Global Jobs
LinkedIn
Glassdoor
Internships.com
Looksharp
YouTern
Global Experiences
CoolWorks
Idealist.org

RESUME AND COVER LETTER

- Short, friendly, professional e-mail when applying
- Targeted customized cover letter (one page)
 - „Dear Mr./ Ms. _____“
 - Highlight your relevant *skills*
 - Express confidence in your abilities
- Targeted relevant resume (one page)
 - Strong verbs
 - Highlight your relevant *experiences / responsibilities*
- No photo, no marital status, no birthdate
- Use online templates (such as resume.com)
- Spell-check by native English speaker





Job Application - Interview

- Be familiar with the company, the job description & your application materials
- What do you hope to gain from this opportunity?
- What are your strengths and weaknesses?
- Be confident
- Come prepared with questions
- Sending a THANK YOU email is expected.

Questions you should ask:

- What tasks will you complete? Are they related to your studies?
- How big is the company?
- Will you receive compensation for the internship? How much per month?
- Will the company provide any additional support (i.e. finding housing)?
- Do you need a car?
- Does your host company have experience with international interns?



Cultural Vistas

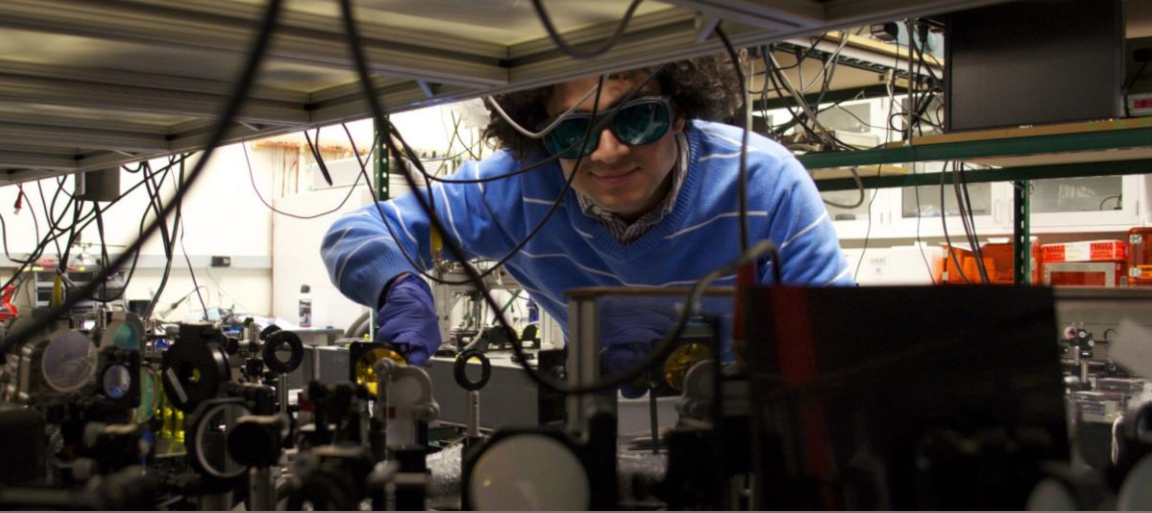
I have an internship! Now what?



The J-1 Visa

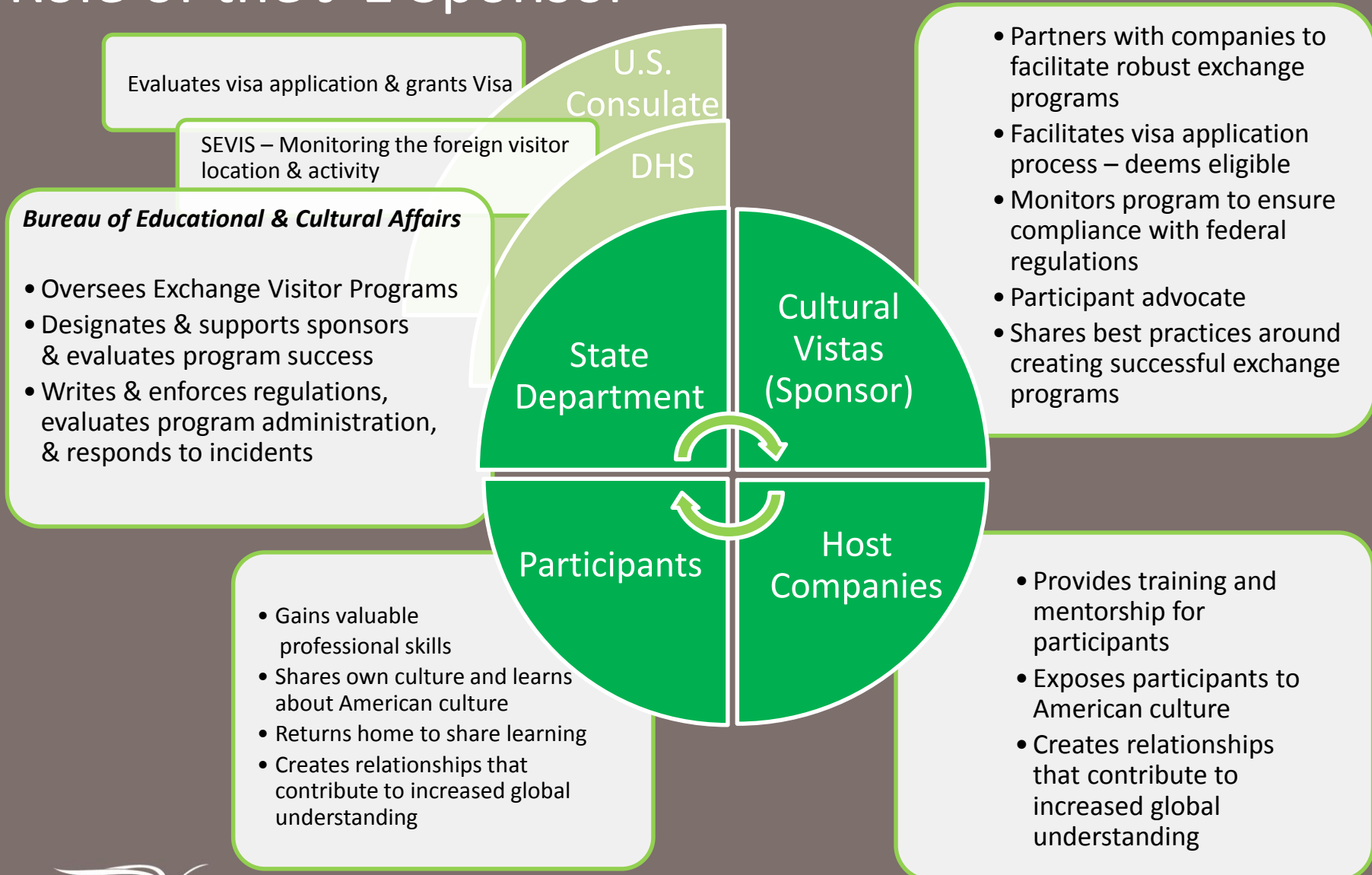
- “Exchange Visitor” Visa
- Temporary, non-immigrant visa
- For foreign students and young professionals
- Complete practical training for up to 18 months
- +30 days before & after internship for travel

The J-1 Visa



- Issued by a U.S. consulate **after** you have received a “Certificate of Eligibility” (DS-2019)
- Only possible with a **visa sponsor**, such as Cultural Vistas
- U.S. Department of State lists all visa sponsors
<http://j1visa.state.gov/participants/how-to-apply/sponsor-search>

Role of the J-1 Sponsor



Role of the J-1 Visa Sponsor

- Screen participants and host companies for eligibility
- Work with host company to write training plan
- Facilitate visa application process and issue the “Form DS-2019”
- Ensure compliance with federal regulations
- In-country support
- Maintain visa record in SEVIS
- Report to Department of State

TYPES OF J-1 VISA

Intern

You are currently a student or have recently earned your degree recently.

**Maximum duration:
12 months**

Trainee

You earned your degree at least 12 months before you start your program and you have at least one year of work experience.

**Maximum duration:
18 months**

Teacher

You have a degree in education and work experience in an educational institution.

**Maximum duration:
Up to 3 years**

Application Process

The Visa Application Process

A sample of a U.S. Department of State Training/Internship Placement Plan form. The form includes sections for Participant Information and Site of Activity Information. Visible text includes "U.S. Department of State", "TRAINING/INTERNSHIP PLACEMENT PLAN", "Software Engineering", "Bachelor", "11-15-0201", "PARTICIPANT INFORMATION", "U.S. Residence Address", "123 main st", "FAX Number", "Email Address", "mail@mail.", "SITE OF ACTIVITY INFORMATION", "Address", "HOST", and "1".

Apply with Visa Sponsor
Online Application Form

- CV in English
- Transcript / Certificate of Enrollment
- Degree Certificates
- Passport Scan

Sponsor Approves Program

- New host company screened & visited
- Eligibility reviewed
- Phone interview conducted
- Training plan written
- DS-2019 issued

J-1 Visa issued

- Appointment with U.S. consulate
- Interview
- Consulate reviews DS-2019 and training plan
- Visa issued in passport

Your SEVIS Number

Your Program Sponsor

Your Program Number

Program Start & End Date

Program Category

Check that your ppt number is correct.

Check that your name is spelled correctly.

Where your visa was issued.

Check that your date of birth is correct.

"R" means "regular" passport. "Class" is the type or visa. See "The class of visa by your purpose of travel".

"M" means that you can seek entry into the U.S. multiple times. If there is a number here, you may apply for entry that many times.

"Annotation" may include additional information about your visa. For example, on a student visa, it will show your SEVIS number and name of your school.

"Expiration Date" is the last day you can use your visa to seek entry into the U.S. It has nothing to do with how long you may stay in the U.S. See "What is a Visa?"

+

DS 2019 & visa always belong together

U.S. Department of State
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR(J-1) STATUS

OMB APPROVAL NO. 1405-0119
EXPIRES: 02-28-2005
ESTIMATED BURDEN TIME: 45 min
SEE PAGE 2

1. Family Name: Jones First Name: Mary Middle Name: _____ Gender: FEMALE
 12-12-1970 Berlin GERMANY GM GM GERMANY
 Legal Permanent Residence Country: GERMANY Position Code: 114 Position: CIVIL SERVICE EMPLOYEE IN CENTRAL GOVERNMENT
 U.S. Address: 1234 Main Street Alexandria, VA 22312 Exchange Visitor Program Number: P-3-10244

2. Program Sponsor: Pig Farming Institute
 Participating Program Official Description: PROFESSOR; SHORT-TERM SCHOLAR; TEACHER
 Purpose of this form: Replace a DS-2019 form (Damaged)

3. Form Covers Period: From (mm-dd-yyyy): 12-01-2002 To (mm-dd-yyyy): 12-31-2003
 4. Exchange Visitor Category: TEACHER
 Code Description: 32.0108 Literacy and Communication Skills

5. During the period covered by this form, the total estimated financial support (in U.S. \$) to be provided to the exchange visitor by:
 Current Program Sponsor funds : \$75,000
 DEPARTMENT OF EDUCATION : \$2,500.00
 INTERNATIONAL MONETARY FUND : \$3,822.00
 Total : \$6,599.00

6. U.S. DEPARTMENT OF STATE / INS USE OR CERTIFICATION BY RESPONSIBLE OFFICER THAT A NOTIFICATION COPY OF THIS FORM HAS BEEN PROVIDED TO THE U.S. DEPARTMENT OF STATE (INCLUDE DATE).

7. Emily Green Responsible Officer
 Name of Official Preparing Form: _____ Title: _____
 3500 Branch Ave Atlanta, GA 20001 Telephone Number: 234-343-3533
 Signature of Responsible Officer: _____ Date (mm-dd-yyyy): 12-09-2002

8. Statement of Responsible Officer for Releasing Sponsor (FOR TRANSFER OF PROGRAM)
 Effective date (mm-dd-yyyy): _____ Transfer of this exchange visitor from program number _____ sponsored by _____ to the program specified in item 2 is necessary or highly desirable and in conformity with the objectives of the Mutual Educational and Cultural Exchange Act of 1961, as amended.
 Signature of Responsible Officer or Alternate Responsible Officer: _____ Date (mm-dd-yyyy) of Signature: _____

PRELIMINARY ENDORSEMENT OF CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 212(e) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-484, AS AMENDED (see item 1(a) of page 2).

The Exchange Visitor in the above program:

1. Not subject to the two-year residence requirement.

2. Subject to two-year residence requirement based on:
 A. Government financing and/or
 B. The Exchange Visitor Skills List and/or
 C. PL 94-484 as amended

Name: _____ Title: _____
 Signature of Consular or Immigration Officer: _____ Date (mm-dd-yyyy): _____

THE U.S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING 212(e).

EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statement on item 2 on page 2 of this document.
 Signature of Applicant: _____ Place: _____ Date (mm-dd-yyyy): _____

Page 1 of 2





Eligibility for the J-1 visa

- At least one year of study completed
- Strong ties between field of study and field of training
- Training Plan (Form DS-7002)
- Paid internship recommended

not allowed:

Casual labor
Health fields
Medicine, Veterinary, Dentistry
Child Care / Elder Care
Direct contact / care of patients
Therapy / counselling / social work

CALCULATING THE COST OF YOUR PROGRAM

„Personal funds“ = funds you have available (such as savings) at the time of application / interview.

For an overview of program costs, see culturalvistas.org/train

Useful tools:

- ✓ Cost of living information:
<http://livingwage.mit.edu>

- ✓ US Gov. Food estimates:
www.cnpp.usda.gov/USDAFoodPlansCostofFood

An internship abroad is an investment in your future career!



COSTS

COMPLETING AN INTERNSHIP IN THE U.S.

- J-1 visa can only be obtained through a „sponsoring organization“, which always charges for its services.
- Example for 3-month internship program costs

Program Fee:

\$775 + SEVIS \$180 + \$70 insurance per month + consular interview fee \$160...



| Program Length | Student* | Non-student |
|-----------------|----------|-------------|
| Up to 3 months | \$775 | \$950 |
| Up to 6 months | \$975 | \$1,350 |
| Up to 12 months | \$1,275 | \$1,650 |
| Up to 18 months | N/A | \$1,850 |



ANTICIPATING COSTS

- In addition to visa fees, many factors influence the cost:
 - Paid or unpaid?
 - Duration
 - Location
 - Cost of living
- It is helpful to calculate projected costs in advance of final confirmation with host company



Sample Budget (Pre-Departure)

PRE-DEPARTURE BUDGET (3-month internship example)

PRE-PROGRAM SAVINGS

| Item | Amount |
|-------------------------------|------------|
| Pre-program Savings | \$3,500.00 |
| Pre-program Scholarship/Grant | \$500.00 |

PRE-PROGRAM EXPENSES

| Number of dependents | |
|--|------------|
| 0 | |
| Item | Amount |
| Cultural Vistas Program Fee | \$775.00 |
| SEVIS Fee | \$180.00 |
| Health Insurance Fee | \$350.00 |
| Consular Visit Fee | \$160.00 |
| International Travel Expenses (Flight, etc.) | \$1,200.00 |
| Miscellaneous | |

- Paid by my employer
- Paid by my employer
- Paid by my employer
- Paid by my employer
- Paid by my employer

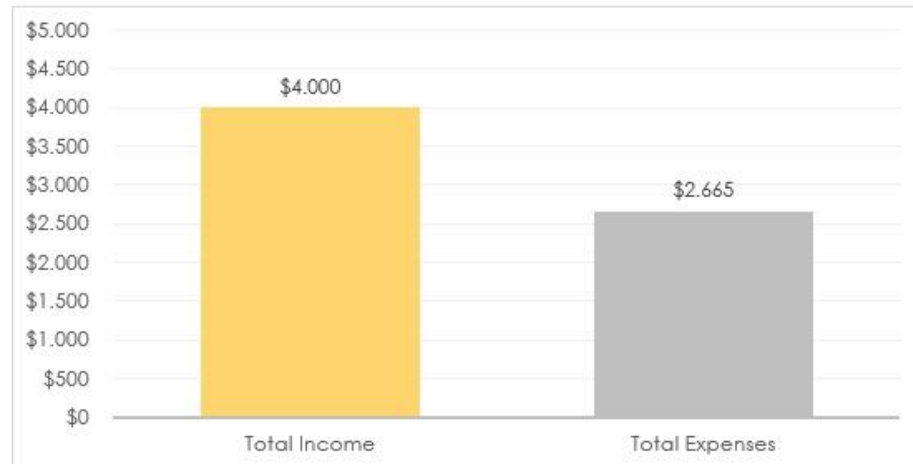
Need to add more entries? Start typing below the last entry and the table will automatically expand when you press **Enter**.

PERCENTAGE OF INCOME SPENT



SUMMARY

| Total Income | Total Expenses | Balance |
|--------------|----------------|---------|
| \$4,000 | \$2,665 | \$1,335 |



Sample Budget (In-Country)

IN-COUNTRY BUDGET (3-month internship)

| Program Length | # of Months |
|--|-------------|
| How long is your program? (example: 2.5 = 2 and a half months) | 3,5 |
| How many dependents will accompany you to the U.S? | 0 |

IN-COUNTRY INCOME

| Item | Amount |
|---|------------|
| Scholarship/Grant PER MONTH | \$0,00 |
| Stipend/Wages/Salary PER MONTH | \$1.200,00 |
| Living Allowances/Per Diems PER MONTH | \$0,00 |
| Personal Funds (for entire program - leftover from pre-departure) | \$1.335,00 |

IN-COUNTRY PROGRAM EXPENSES*

Estimates should include total expenses for self AND J-2 dependents, if applicable

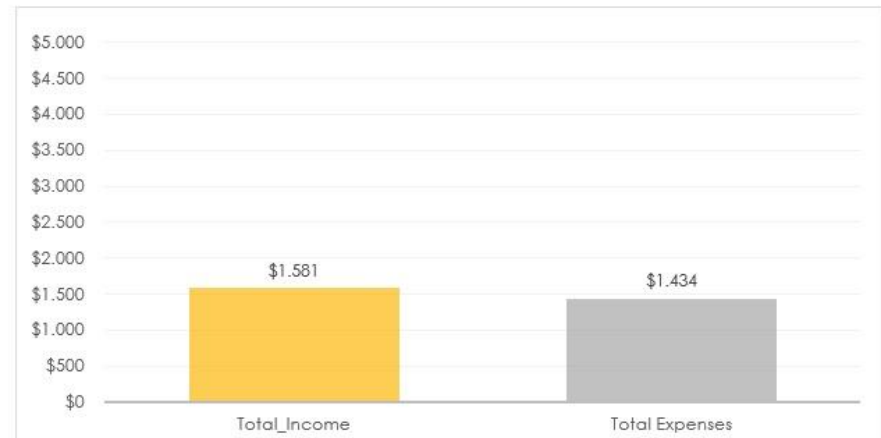
| Item | Amount | |
|------------------------------------|----------|--|
| Rent PER MONTH | \$750,00 | <input type="checkbox"/> Paid by my employer |
| Transportation PER MONTH | \$100,00 | <input type="checkbox"/> Paid by my employer |
| Utilities PER MONTH | \$40,00 | <input type="checkbox"/> Paid by my employer |
| Cell phone PER MONTH | \$19,00 | <input type="checkbox"/> Paid by my employer |
| Food/ Groceries PER MONTH | \$360,00 | |
| Personal care PER MONTH | \$65,00 | |
| School and/or Child Care PER MONTH | \$0,00 | |
| Entertainment PER MONTH | \$100,00 | |

PERCENTAGE OF INCOME SPENT



SUMMARY

| Total_Income | Total_Expenses | Balance |
|--------------|----------------|---------|
| \$1.581 | \$1.434 | \$147 |





Global Advancement Internship Network (GAIN)

- 16-week internship placement program with group structure
- Placements throughout United States
- 3 start dates during year (Summer, Fall, Spring)
- Currently limited to STEM / technical fields
- Additional costs (orientation, placement service, virtual components)

During Your Internship Experience

Services & Support: Train USA

- Pre-departure intercultural information
- Information on U.S. business practices
- Orientation:
 - Obtaining the visa, border crossing, reporting requirements, rules
 - US living, housing, transportation, banking, safety
 - Social Security card, healthcare system, taxes
- Tax software (paid by Cultural Vistas)
- Mid-program and final evaluations
- Cultural and professional networking events
- Language courses
- Travel with other participants
- 24-hour emergency service



Questions?



CONNECT WITH US



BE INSPIRED

Learn more about the life-changing impact of our work at WeAreCulturalVistas.org

**SIGN UP FOR MORE INFORMATION
& OUR NEWSLETTER**

bit.ly/usainternship

FOLLOW IN 'REAL-TIME'

Our online communities are always-on, providing a unique lens into our work as it happens.

SUBSCRIBE TO OUR BLOG

Impactful resources and insightful articles on the world of international exchange.

FOR MORE INFORMATION

culturalvistas.org/train

