

# Application Form – J-1 Visa for Internship

Personal Contact Details									
Name				Email			Date of birth		
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female		Street address			Postal code	City		
Phone no.			Skype ID			Citizenship			
City of birth					Country of birth				
Have you ever held a visa to the US before? If yes, what type and for what purpose?									
Do you currently live in the USA?						<input type="checkbox"/> Yes <input type="checkbox"/> No			
How did you hear about StudySEA?									
Education Information									
Name of your current or latest degree					Are you currently enrolled?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Graduation/Expected graduation date				Major					
Name of education institution				City					
Name of contact person						Email			
Emergency Contact Details									
Name				Email					
Relationship to applicant					Phone no.				
Host Organization (Host Company) Contact Details									
Name of your prospective U.S. Host Organization									
Supervisor First Name				Supervisor Last Name		Title		<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.	
Street address									
City				State				Zip Code	
Email				Phone no.				Fax no.	
Approximate no. of employees						Estimated annual revenue			
Has the Host Organization ever hosted a foreign intern on a J-1 visa before?						<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I don't know			
Internship details									
Duration of internship (number of months)									
Internship start date						Internship end date			
Give a brief description of your internship									
Supporting Documents Check List									
Please submit the following documents together with your completed application form:									
<input type="checkbox"/> Copy of passport and any previous visas used to enter the U.S. <input type="checkbox"/> CV/Resume <input type="checkbox"/> Student status verification form/Student graduation verification form (signed and stamped by your education institution) <input type="checkbox"/> Completed intern agreement (unsigned) <input type="checkbox"/> Completed host organization agreement (unsigned) <input type="checkbox"/> Completed internship placement plan (DS-7002 Form) (unsigned) <input type="checkbox"/> Proof of host organization worker's compensation coverage <input type="checkbox"/> Payment of fee to StudySEA at IBAN K6768400001460495 or if domestic transfer in Denmark to Reg.nr. 6840 Account no. 1460495									
Applicant's signature						Date:			
<hr/> <p>By signing this application, I promise to have provided true information and agree to the terms and conditions.</p>									

## Explanation of Applicant Documents

- **Copy of passport** - please make sure that the copy is clear and readable and the passport is valid for the proposed duration of stay and minimum 6 months from the proposed entry date to the U.S.
- **Copy of any previous visas used to enter the U.S.** – please make sure that copies are clear and readable.
- **CV / Resume** – the resume should provide durations for all previous work experience (mm/yyyy), detail your educational background, and provide the date of graduation or expected date of graduation. The resume must be in English.
- **Student Status Verification Form** – you may either use the form provided by StudySEA or another official form from your university. The form must show the dates of enrollment and expected graduation date. The university officer must sign and stamp the form. The document must be in English.
- **Student Graduation Verification Form / Diploma or Certificate** – you may either use the form provided by StudySEA or provide an English translation of your Diploma or Certificate.
- **Trainee/Intern Agreement** –Please complete this document and indicate which health insurance you will be using for the duration of their program. \*Do NOT sign the document. You will need Adobe Reader to complete this form.

## Explanation of Host Organization Documents

- **Host Organization Agreement** – Please have your Host Organization supervisor or contact fully complete this document. \*Do NOT have your supervisor or contact sign the document. Please send the completed document as an attachment that can be edited. The Host Organization will need Adobe Reader to complete this form.
- **Training/Internship Placement Plan (DS-7002 Form)** - Please have your Host Organization supervisor or contact fully complete this document. Your Host Organization will need to enter their Tax ID/ EIN number. \*Do NOT have your supervisor sign the document. Please send the completed document as an attachment that can be edited. The Host Organization will need Adobe Reader to complete this form.
- **Workers' Compensation Proof** – you may either use the form provided by the designated J-1 visa sponsor “Host Organization Workers’ Compensation Verification Form” or have your Host Organization provide a copy of their certificate of coverage for Workers’ Compensation showing that the organization is currently covered.

## Interview by J-1 Program Coordinator

- **Intern Skype interview** – After submission of your application, an interview will be scheduled between you and the designated J-1 visa sponsor organization. The interview will be through Skype and with web camera. Please make sure that you have a Skype account. It is recommended that you test your audio and web camera settings on Skype before calling the Program Coordinator at the scheduled time. The interview generally lasts about 15 minutes. The Program Coordinator will explain the role of the visa sponsor and will ask questions about your qualifications and intentions regarding the J-1 Internship Program. During the interview the Program Coordinator will verify your identity and English language skills.
- **Supervisor phone interview** – If required, the Program Coordinator will speak briefly with your Host Organization supervisor by phone. During the supervisor interview, the Program Coordinator will explain the role of the visa sponsor and ask general questions about the Host Organization and the proposed training, as well as provide important reminders about the J-1 Program and supervisor responsibilities.

## Terms and conditions

**1. Definitions.** An Applicant is the individual that has completed the application form. The designated J-1 visa sponsor organization is the organization assessing the eligibility of the Applicant, the Host Organization and the Internship for participation in the J-1 Visa Intern Program. The J-1 Visa Sponsor Organization is designated by the U.S. Department of State.

**2. J-1 sponsorship.** StudySEA cannot guarantee that the Applicant, the Host Organization or the Internship will be approved under the J-1 Intern Program. The decision is solely at the discretion of the Designated J-1 Visa Sponsor Organization.

**3. J-1 visa.** StudySEA and the designated J-1 visa sponsor organization cannot guarantee that a visa will be granted by the U.S. government even if the sponsorship has been approved and a DS 2019 form has been issued by the Designated J-1 Visa Sponsor Organization. The decision is solely at the discretion of the U.S. government.

**4. Payment.** The Applicant agrees to pay StudySEA for the service provided by StudySEA and its partners according to the published prices on the StudySEA website and marketing material or other price agreed on in writing between StudySEA and the Applicant. Payment must be made in advance.

**5. Visa denial refund policy.** Refund of full application fee less \$375 is given if the following conditions are met: 1) The Designated J-1 Visa Sponsor Organization has approved sponsorship for the Applicant; 2) the Applicant is denied the J-1 Visa by a U.S. consulate or embassy with jurisdiction over the Applicant's place of permanent residence; 3) the Applicant has not violated U.S. law and/or visa regulations; 4) The Designated J1 Visa Sponsor Organization receives the original DS-2019 Form that was issued to the Applicant; 5) the refund request is received no more than 5 months after the scheduled beginning of the J-1 internship program.

**6. Cancellation refund policy.** Refund of full application fee less \$60 is given if the application is withdrawn or rejected before StudySEA has received any materials in its support or discussed specifics of the application with any involved party. Refund of full application fee less \$375 if the application is withdrawn or rejected after the Designated J-1 Visa Sponsor Organization has provided written feedback about any submitted application materials. If the Applicant cancels his/her J-1 Program at any time for any reason after arriving in the USA, no refund shall be provided. Any money transfer fees (such as credit card, bank wiring and bank check fees) shall be deducted from the refund amount.

**7. Additional expenses.** The Applicant is aware of the scope of service provided by StudySEA and agrees to cover additional expenses, which may occur. Additional expenses may include, but not be limited to, site visit fees for new Host Organizations, SEVIS fee, consulate or embassy fee and mandatory travel and health insurance.

**8. Liability waiver.** StudySEA, nor its partners, are liable for any damages, loss, expenses, accidents, delays, cancellations or personal injuries or death incurred in relationship to the internship and the travels.

**9. Prices.** StudySEA reserves the right to adjust prices due to currency fluctuations, inflation and price increases made by its partners.

**10. Insurance.** The Applicant will be obligated to purchase an approved travel and health insurance through StudySEA. StudySEA cannot be liable for any insurance matters and claims must be submitted directly to the insurance company. The Applicant/Intern must read and understand the insurance terms before purchasing it.

**11. J-1 Intern Program.** The Applicant is aware of the requirements and regulations surrounding the J-1 Intern Program, both in regards to eligibility and the requirements on maintaining legal status after entering the USA.