



USA Internship Program PROGRAM OVERVIEW



The *USA Internship Program* (USAIP) is a unique internship opportunity for university students seeking career training opportunities in the United States. USAIP is a cooperative program between CDS International and the Turku University of Applied Sciences whereby the university recruits eligible applicants and CDS provides accepted participants with internship placements in their field and J-1 Exchange Visitor Visa sponsorship to the United States.

APPLICATION PROCESS

Interested students should contact Lotta Ylitalo at the Turku University of Applied Sciences International Office to discuss their eligibility for the program. She is available by email at lotta.ylitalo@turkuamk.fi or by phone at +358 50 5985 813. Students can then download the application at the Turku USAIP webpage, <http://www.cdsintl.org/tousa/usaipturku.htm> and submit the application to Lotta Ylitalo by the November 14, the application deadline.

I. Applicant Eligibility Requirements

Currently enrolled students or recent graduates who will begin their internships no more than 12 months following graduation are eligible to participate in the USA Internship Program, provided they:

- Are between the preferred ages of 20 and 30
- Have a minimum of two years of full-time study at the university level (or equivalent) completed before the internship start date
- Are proficient in English and able to function in an English-speaking work environment (documentation of language skills and/or interview will be required)
- Have some form of prior practical experience (i.e. summer employment, prior internship, etc.) in a related field
- Have (or have applied for) a valid passport
- Have a background in one of the following fields:
 - Business: general administration / marketing / sales / advertising / public relations / finance / consulting
 - Technical Fields: engineering / material sciences / information technology / logistics / multimedia / graphic & web design / architecture / interior design
 - Other Fields: Placement may be available on a case-by-case basis. Students should submit their resumes to CDS for approval. Depending on the nature of the industry, paid placements may not be guaranteed in these fields.

II. Application Documents

The application requests basic contact information, as well as information regarding the applicant's educational and work background, language skills, previous international experience, goals for completing an internship in the U.S., skills they have to offer a host company and desired internship placement.

Applicants will be asked to submit hard copies of the following documents:

1. CDS Application including the signed *Statement of Terms & Conditions* and *Statement of Insurance*
2. Internship Request Form (also signed)
3. Skills Assessment Questionnaire
4. American-style résumé (please email nsisco@cdsintl.org if you would like samples)
5. Official transcripts and/or certificates/diploma of studies (including proof of current enrollment)
6. Copy of passport page and any prior visa(s) to the U.S.
7. Passport sized photo taken within the last twelve months (please attach to application form)
8. Letter from faculty/department about internship requirements (optional, in case student's academic department has specific internship requirements)

III. Conversational Interview

Upon receipt of a complete application, CDS will email the student to schedule an interview via telephone or Skype. In this interview we will discuss the program goals, the student's expectations for the internship, answer questions, and assess the student's English language skills. CDS will notify both the university and the individual students of their acceptance into the program.

IV. Fee Payment

The CDS program fee is \$1,000 per participant and covers the costs of the internship placement, J-1 visa sponsorship, orientation information, and continued support throughout the program. It can be paid online by credit card, or with an international money order or a check drawn in U.S. dollars. CDS will not begin the placement process until the program fee has been paid.

THE INTERNSHIP PLACEMENT PROCESS

Once students have been accepted to the program and have made their fee payments, CDS will begin the process of finding them an appropriate internship position with a host organization in the United States. While some placements are found very quickly, the placement process may take anywhere from 1-3 months. After allowing for an initial 3 weeks of the internship search, participants will receive progress updates every two weeks. Participants are encouraged to be proactive, research companies, and give CDS suggestions of potential host organizations.

V. Host Organizations

An internship placement will (at minimum) include:

- Placement in a medium to large host organization with a minimum of 15 employees. In those fields where a smaller company may be desirable (for example, graphic design and architecture firms), students may be given the option to accept a position at a smaller firm.
- Meaningful tasks and responsibilities related to the student's field of study and project interests, as indicated by the student and/or the university requirements for the internship
- Placement location in an urban setting, easily accessible by American modes of transportation, most likely in or around a medium-size to large city, unless a smaller city is requested by the student
- Compensation of \$750/month, unless the student specifies, in writing, a willingness to accept an unpaid or lower paid position. Consideration will be given to the local cost of living when negotiating compensation with the host organization.
- Minimum of 32 hours per week
- A designated supervisor at the host organization who has developed the student's internship plan

Above these standards, participants are expected to be flexible and realistic in terms of their company placement. They should recognize that placement may not always be available in their ideal big-name firm or in their most preferred city and that many of the best, most customized internship opportunities may in fact be available in smaller firms.

VI. Communication and Company Interviews

In many cases, companies will request phone interviews with a participant to ensure that the placement is appropriate with their company. Participants are expected to respond to CDS and/or potential host company correspondence promptly and should notify CDS if they will be traveling or be without regular access to email for an extended period of time during the placement process in order to arrange an alternate method of communication. Placement will be confirmed at least one month prior to the intended internship start date.

VII. Internship Placement Plans

Once the internship placement has been confirmed (or a student who has arranged his/her own internship placement has informed CDS of his/her host organization), the host organization will submit an Internship Placement Plan (Form DS-7002) and Third-Party Agreement to CDS detailing the student's proposed internship. CDS will supply these forms to the host organizations and work with them to ensure they are

completed in a timely fashion. Upon receipt of the completed documents from the host organization, CDS will forward a copy to the student for his/her individual review, approval and signature.

In order to comply with the Department of State regulations governing the J-1 Exchange Visitor Program, CDS cannot issue visa documents until the Internship Placement Plan is completed and fully executed by signatures from the host organization, the participant, and CDS. For certain new host companies, a site visit to the host organization may also need to be conducted. Upon issuance of the visa eligibility documents, the student will receive a copy of Form DS-7002 for his/her records and for presentation at the visa interview at the U.S. Consulate.

VIII. Health Insurance Requirements

All participants are required to purchase health and accident insurance through CDS for the duration of their program in the United States according to U.S. Department of State regulations, and must sign an according *Statement of Insurance*. Participants are required to purchase insurance for one month longer than the training program to provide coverage for their 30-day grace period in the U.S. following the actual training period.

CDS' group insurance plan through Cultural Insurance Services International (CISI) costs \$40 per month (2007). Sickness and injuries are covered up to \$250,000. There is a \$25.00 deductible per illness. The plan also includes limited dental coverage. Further coverage information is available in the downloadable brochure at <http://www.culturalinsurance.com/cds0067/>. Insurance premiums are due after the internship placement and exact program dates have been confirmed, but prior to the issuance of the visa eligibility documents.

PREPARING TO COME TO THE U.S.

IX. Obtaining the J-1 Visa

After receiving the student's completed application, insurance premium, and administration fee, conducting the interview, and obtaining Form DS-7002 from host companies, CDS will issue the Certificate of Eligibility (form DS-2019). This document enables the student to apply for the J-1 Exchange Visitor Visa at their local U.S. Consulate in the J-1 Intern category. CDS will offer support and explicit direction, but the participant is responsible for arranging the consular interview and paying the corresponding SEVIS and consular visa application fees (approximately \$100 each). The U.S. consulate or embassy will make the final determination whether to issue the J-1 Intern visa. *CDS has no power to influence either a positive or negative decision on the participant's behalf, but will make sure participants are well prepared for the appointment.*

The J-1 Intern Visa allows participants to undertake paid or unpaid internships within their field of study in the United States for 3-12 months. The internship must be a structured and guided work-based learning program that reinforces the student or recent graduate's academic study, as set forth in the Internship Placement Plan (Form DS-7002). The length of the participant's program is for the dates printed on the DS-2019 form. In certain cases, CDS is able to extend a participant's program (for up to a total of 12 months), provided that the extended internship demonstrates a logical progression of skills gained during the initial internship period. It is very important for participants to understand that they must ultimately return to their home country upon completion of their 3-12 month program in the United States.

X. Orientation

Prior to the beginning of the program, participants will attend a pre-departure information meeting to meet the other participants and receive basic information related to their program and entry into the United States. The Turku University of Applied Sciences will coordinate this pre-departure information meeting and a CDS representative will be available to join by teleconference. The meeting will cover some of the following topics: the purpose of the program, cross-cultural issues, basic information on visa and work authorization, housing, payable fees, estimates on living expenses, and basic information on health and accident insurance.

CDS will conduct a customized orientation seminar for the Turku participants in New York City upon their arrival in the U.S. Topics will include: rules and regulations of the program, in-depth information on visa and work authorization, life and work in the United States, health and insurance in detail, taxes, and other important information. Participants are responsible for their own accommodations and transportation to the orientation, but CDS will provide information regarding inexpensive accommodations in New York and will make reservations as requested. Following the orientation, participants will then disperse and depart for the city where they will complete your internship.

XI. Housing

Most participants will secure housing before their internship starts. CDS will provide guidance, resources, and assistance on how to find appropriate accommodations, but it is ultimately the responsibility of the participant to secure housing. Host companies are typically also very helpful in offering suggestions for accommodation in the area, and may even offer to make or provide arrangements for the intern.

XII. Travel

All travel arrangements and expenses to, from, and within the United States, including those related to the orientation seminar, are the responsibility of the participant. (Given the number of university participants in each program group, group travel rates may be available.) While we understand that participants may want to see as much as possible during their time in the United States, students should note that this is not a work/travel program. Participants are expected to spend the majority of their time on the J-1 Visa completing their internship. Weekend or holiday trips to learn more about the United States and the American culture are, of course, encouraged. Additionally, upon completion of their internship, participants have a 30-day grace period on their J-1 visa, during which they may choose to travel in the United States.

XIII. Finances

As described in this overview, participants are responsible for paying the following fees associated with their internship program:

- CDS Program Fee: \$1000 paid to CDS
- Insurance Premium: \$40/month,
- Consular Fee: Local equivalent of \$131, paid to Consulate prior to visa appointment
- SEVIS Fee: \$100 paid online to U.S. government prior to Consulate appointment

Additionally, participants should have personal funds available to cover the initial cost of traveling to the U.S. and start-up costs associated with moving to and settling into a new city in a different country. This may include costs such as buying a cell phone or paying the deposit for an apartment, as well as funds to cover emergencies and incidental expenses.

The Turku University of Applied Sciences may have funding available to help support students interning abroad. Students should inquire at the international office or within their academic department.

REFUND AND CANCELLATION POLICY

The general refund structure if a student chooses to cancel his/her participation in the program is outlined in the table on the next page, following these two special cases. An *appropriate internship position* is defined as an internship meeting the minimum standards outlined in Section V. A *confirmed placement* is defined as both the host organization agreeing to the internship placement and the student accepting the internship offer.

- 1) In the case that a student is left without an internship placement by the one-month deadline due to declining one or more appropriate internship offers that meet the standards outlined in Section V, CDS is not bound to continue the placement process. In coordination with the Turku International Office and the student, CDS will decide whether to continue the internship search for one additional month or, subject to the student's immediate notice of withdrawal, to issue the student a \$500 refund.

- 2) If CDS is unable to find an appropriate internship by one-month prior to the internship start date, a full refund of the administration fee will be offered. If the student is flexible about the start date, CDS will extend the deadline and continue the internship search for one additional month upon request.

General Refund/Cancellation Policy

Fee	Due	Cancellation Prior to Issuance of DS-2019 or Confirmed Placement	Cancellation After Issuance of DS-2019 or Confirmed Placement	Issuance of J-1 Visa Declined by U.S. Consulate	After Program Start
Administration with placement	\$1000 (due upon acceptance)	Refund \$750	Refund \$0	Refund \$500	Refund \$0
Administration without placement	\$650 (due upon acceptance)	Refund \$500	Refund \$0	Refund \$500	Refund \$0
Insurance	\$40/month plus 1 extra month for travel (due upon placement confirmation)	Refund entire amount	Refund entire amount	Refund entire amount	Refund of remaining full months

OVERVIEW OF RESPONSIBILITIES

Responsibilities of Participant

- Contact Lotta Ylitalo at the University International Office to discuss your interest in and eligibility for the program (Lotta.Ylitalo@turkuamk.fi or + 358 50 5985 813)
- Submit a complete application to Lotta Ylitalo by November 14
- Participate in a phone interview with CDS and, if requested, with potential host organizations
- Pay \$1,000 program fee, after phone interview with CDS
- Review Internship Placement Plan from host organization, sign, and send back to CDS
- Pay health insurance fee of \$40 per month
- Attend appointment at a local U.S. Consulate (CDS will guide you through this process) and pay corresponding U.S. Consular (local equivalent of \$131) and SEVIS fee (approx. \$100)
- Arrange and pay for your flight to and from the United States, as well as any additional transportation costs within the United States
- Attend a group program orientation in New York upon arrival in the U.S.
- Secure housing in the United States (CDS will offer tips)
- Represent your home country in a responsible way

Responsibilities of CDS

- Support participant in filling out all CDS application materials, including the drafting of a US-style résumé
- Screen students for eligibility and conduct phone interviews with students prior to their acceptance into the program
- Locate appropriate 3- to 12-month internship position at a U.S. host company in the appropriate field and keep students updated on the progress of the internship search.
- Collaborate with host organization to developing a training plan for the internship (requirement of the U.S. government for all J-1 Visa holders)
- Provide and review all J-1 Visa application documents and requirements, including issuing the visa eligibility form
- Arrange health insurance

- Provide pre-departure information
- Conduct orientation seminar for all participants in New York City
- Provide continuing assistance and in-country support for the duration of the internship

Responsibilities of Turku University of Applied Sciences

- Designate a university staff member as a main contact for CDS
- Make USAIP information and program materials available to students as well as answer initial questions about the program.
- Collaborate with CDS to pick an appropriate group start date **in early May** and to decide on program parameters
- Ensure a minimum number of qualified students apply for each start date
- Review Applications prior to submission to CDS International and prescreen applicants

QUESTIONS?

Please feel free to contact us with any and all questions you may have while completing your application.

We look forward to receiving your application!

Annika Rigole
Program Officer
CDS International, Inc
Phone: (212) 497-3511
Fax: (212) 497-3535
arigole@cdsintl.org
<http://www.cdsintl.org/tousa/usaipturku.htm>

Nicole Sisco
Assistant Program Officer
CDS International, Inc
Phone: (212) 497-3569
Fax: (212) 497-3535
nsisco@cdsintl.org