



# INTERNATIONAL CAMP COUNSELOR PROGRAM

## International YMCA

We build strong kids,  
strong families,  
strong communities.

## 2010 Direct Placement / Returning Staff Program How to Apply

### Description:

The Direct Placement Program enables host sites to interview, screen and hire first-time international staff; while the Returning Staff Program helps host sites bring back former international staff. This program is available in the summer and winter.

### Fees:

*Application Fee:* **\$400** (Paid by Host or Participant)

*Cancellation Refund Policy:* **\$100** (Host site or participant **MUST** notify ICCP in writing of any cancellation at least 15 days of visa start date to be eligible for refund).

### Step 1

#### Instructions to U.S. Host site

- Complete PART A of the application
- Read and sign the agreement.
- Send the signed agreement and rest of this application to your staff person to be completed, signed and returned to you.

### STEP 2

#### Instructions to the Applicant

- Complete PART B of the application
- Sign ICCP agreement.
- Obtain a police background check from your local police station.
- Obtain one reference (use ICCP's standard reference form)
- If Support Staff, complete Proof of Student Status Form for a current study year
- Return to Employer: PART B, Agreement, Police Background Check, Reference, Proof of Student Status Form for a current study year
- Copy of Passport

### STEP 3

#### Host Site sends to ICCP

- PART A + B of the application
- Signed application agreement
- For Support Staff Only, Proof of student status form for a current year
- Copy of passport
- One reference
- Police background check
- Payment by check/credit card

### STEP 4

#### ICCP

- ICCP will Screen, approve and process application.
- A DS-2019 visa sponsorship form and SEVIS fee receipt will be sent within 7-10 business days after application has been approved by express mail directly to the applicant with details on how to apply for the J-1 Visa and other supporting documents and information.

### STEP 5

#### Instructions to Applicant

- When you receive your DS-2019, SEVIS fee receipt and information packet from ICCP, CHECK THE FORMS CAREFULLY FOR MISTAKES, THEN SIGN AND DATE THE DS-2019.
- You are required to read the ICCP participant manual before applying for your J-1 Visa.
- Applicants must then contact their local U.S. Embassy to arrange an interview.
- When contacting the U.S Embassy make sure that you have all the documents provided by ICCP. Request information about fees and forms that the Embassy may require.
- Once your J-1 Visa is approved by the U.S. Embassy you can make your travel arrangements (not before!).

### STEP 6

#### Instructions to Host site and Applicant

- Immediately upon participant arrival at the host site notify ICCP so that the J-1 Visa can be validated in SEVIS. The Visa will automatically be terminated if not validated within 5 days of the program start date.

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## **Special instructions for completing forms:**

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### **Part A (Host Site)**

- Please complete the Host Site Information fully.
- Complete the Applicant Information section (Name: Please use the correct spelling).
- Employment Start Date & End Date information. The dates indicated in this section will be used on the DS-2019 visa sponsorship form. (*The maximum employment period is valid for 4 months (120 days) and CANNOT be extended*)
- Salary: Please include the total salary earned for the period of employment.
- Why is your site requesting this return or direct placement? This question is requested by the U.S State Department to ensure that Host Sites are not replacing Americans with international staff.
- Face to face interview: If you or the Host Site have worked with the applicant in the past you can insert your name as the interviewer. A past host site employee referring an applicant can also be the interviewer or anybody you have assigned as the interviewer.

### **Part B (Applicant)**

- Please complete the Applicant Information fully.
- Name: Please complete the name section as it appears in your passport. (this information is used to create your DS-2019 visa sponsorship form, re-prints will cost you \$75)
- Date of Birth: in the U.S. the date of birth is written, MONTH / DAY / YEAR.
- Contact information: Use an active address, ICCP will be sending documents to this address. (CANNOT BE A POST OFFICE BOX)
- Where will you be working? Please indicate your employer / Host Site name.
- Position you are applying for: counselor (includes program positions such as lifeguard or activity instructor) or Support Staff (includes maintenance, kitchen staff, cleaner, etc). Support Staff must be enrolled college/University students on their official school vacation during time of participation.
- Complete the Background Information section fully.

### **Reference Form:**

- This form can be completed by former/present employer (If you are returning to camp your supervisor can complete the reference), teacher, coach, or tutor. References from colleagues, friends and family are not acceptable.

### **Agreement:**

- Host Site employer/supervisor should read, complete and sign the agreement then send this to the applicant to be read and signed.
- Payment is due with the application. Checks or Credit cards are accepted. Check can be made payable to The International YMCA (ICCP).

### **Police Background check:**

- Applicants must contact their local police station and request a basic police background check (required) from their home countries. Background checks are valid for one year.

### **Proof of student status**

- Applicants applying for support staff positions MUST be full time college or university students on their official school break during participation. Proof of student status for a current year is required to qualify.

### **Special Notes:**

- All supporting documents must be translated to English.
- The DS-2019 visa sponsorship form will be issued only for the employment dates submitted by the Host Site.
- The maximum period is 4 months (120 days) and CANNOT be extended. All J-1 visa holders get 30 days post the end date on the DS- 2019 for travel purpose ONLY.
- Applicants should not purchase international transportation before having the J-1 visa approved at the U.S. Embassy.
- Applicants and/or employers MUST notify ICCP within 5 days of arrival to camp for visa validation purposes. Failure to do so will result in the cancellation of the J-1 visa.
- If you are experiencing problems obtaining any of the required documentation, please contact ICCP for assistant.

<p><b>International YMCA (ICCP)</b> <b>5 West 63<sup>rd</sup> St 2<sup>nd</sup> Fl</b> <b>New York, NY 10023</b> <b>Phone: 212-727-8800</b> <b>Fax: 212-724-2344</b></p>
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