

## YMCA INTERNATIONAL TRAINING & INTERNSHIP PROGRAMS

# PARTICIPANT INFORMATION

All fields must be completed. Incomplete applications will not be processed.

This application is for:        TRAINING or        INTERNSHIP

First Name:	Middle Name:	Last Name:
Sex: <input type="checkbox"/> Female <input type="checkbox"/> Male	Date of Birth (Month/Day/Year):	
Current Street Address (Must be a non-U.S. Address):		
City:	State/Province:	Country:
Postal Code:	Email Address:	
Home Telephone: (Country Code + City Code + Number):		
Cell Number (Country Code + City Code + Number):		
City of Birth:	Country of Birth:	
Country of Citizenship:	Country of Permanent Legal Residency:	

### EMERGENCY CONTACT (IN YOUR HOME COUNTRY)

NAME OF PERSON TO CONTACT IN AN EMERGENCY:	
Address:	
Telephone:	Cell Number:
e-Mail Address:	
Relationship to Participant:	

### CURRENT AND PREVIOUS U.S. VISAS

List all Previous U.S. Visas received in past 5 years.

If you have previously received a J-1 visa, attach copies of DS-2019s or IAP-66s.

Visa Sponsor	Type of Visa	Valid Dates	Employer/Host

### Other Visa Information

In which country will you apply for the J-1 visa?
Have you ever applied for permanent immigration to the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been denied a U.S. visa? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been convicted of a crime in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been convicted of a crime in your home country? <input type="checkbox"/> Yes <input type="checkbox"/> No

### EDUCATION INFORMATION

Only **post-secondary** education is acceptable. Proof of education is required.

Secondary/high school diplomas, GCSEs, "O-Levels" and "A-levels" **do not qualify** as post-secondary education.

<b>Are you currently a student?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If "No," go to the next section.</b>
Name of school:	Field of Study:
Date of Initial Enrollment:	Years of study completed to date:
Name of degree/certificate/diploma to be awarded:	Expected graduation date:

**If you are not a current student, answer and initial the following:**

<u>          </u> Initials	I certify that I have graduated. Proof of my educational achievement is attached. I graduated on this date _____, with a _____ (month/day/year) (degree/certificate/diploma)
<u>          </u> Initials	in this subject: _____.
<u>          </u> Initials	I certify that I have graduated as indicated above <u>and</u> I have at least <b>one year of professional work experience</b> in my field of training, gained in outside the U.S. <i>My work experience is detailed below.</i>
<u>          </u> Initials	I certify that have <u>not</u> graduated, but I have <b>at least 5 years of post-secondary professional work experience</b> in my field of training, gained in outside the U.S. <i>My work experience is detailed below.</i>

**PROOF OF WORK EXPERIENCE (For Trainees Only)**

**For each place of employment, attach a letter on company letterhead**, signed by your supervisor or an authorized company representative, confirming dates of employment, position and duties as stated below. Use additional pages if necessary.

**Name of Company:**

Address:

Supervisor's Name:	Supervisor's Title:
--------------------	---------------------

Dates of Employment (From/To):

Your Position Title:

Major Responsibilities/Duties:

\_\_\_\_ Company reference letter attached

**Name of Company:**

Address:

Supervisor's Name:	Supervisor's Title:
--------------------	---------------------

Dates of Employment (From/To):

Your Position Title:

Major Responsibilities/Duties:

\_\_\_\_ Company reference letter attached

**Name of Company:**

Address:

Supervisor's Name:	Supervisor's Title:
--------------------	---------------------

Dates of Employment (From/To):

Your Position Title:

Major Responsibilities/Duties:

\_\_\_\_ Company reference letter attached



## YMCA INTERNATIONAL TRAINING & INTERNSHIP PROGRAMS

### PARTICIPANT ESSAY SECTION

Write an essay that describes in no less than 300 - 400 characters your career goals with regards to your training and/or internship program.

Make sure you give in depth explanation on how does your education and/or experiences relate directly to the type of training/internship you are applying for; how does this training/internship program differ from your previous experience? Describe in detail the new skills and knowledge you hope to gain during this training/internship program and how will you use your new knowledge and skills when you return to your home country?

**NOTE:** "Gaining experience" and "Learning English" are not acceptable purposes for the Training/Internship Program. Government regulations state, "Use of the Exchange Visitor Program for ordinary employment or work purposes is strictly prohibited".

## YMCA INTERNATIONAL TRAINING & INTERNSHIP PROGRAMS

### PARTICIPANT BUDGET WORKSHEET

#### Planning Income and Expenses

*To make sure you understand your financial situation while in the U.S., it is required that you complete this budget sheet, sign it at the bottom, and attach it to your application form. **Please make a copy for your records.***

1. **The purpose of the J-1 visa is educational exchange, not to earn money.** The program allows trainees/interns to earn money to cover the costs of living in the U.S., learning, and traveling at the end of the program.
2. **You should arrive with no less than \$1500 for initial living expenses.** Keep in mind that your first pay-check may not be available for *1 month*.
3. **The airfare for your return home is your responsibility.** You should arrive with a round-trip air ticket or keep enough money (at all times) to return home.
4. No one will forward or advance any money to you.
5. **Contact your host site or use the YMCA's website links for up-to-date information on the cost-of-living in the location you will be training in.**

#### EXPECTED INCOME AND PERSONAL RESOURCES

Gross Income (salary or stipend, financial support)	\$
Net Income: Subtract 15% for tax from gross income	\$
Personal funds (If self-funding your entire stay, proof of funds will be required)	\$
<b>TOTAL Expected Income and Resources</b> (total net income + personal funds)	\$

**EXPECTED EXPENSES:** Estimate all expenses for the entire program, from preparation, pre-departure, arrival in the U.S., during your stay in the U.S., and departure from the U.S.

YMCA Program Fee	\$
YMCA Insurance Fee	\$
Visa Application fee (paid directly to U.S. Embassy, see <a href="http://www.unitedstatesvisa.gov">www.unitedstatesvisa.gov</a> )	\$
Visa Appointment Fee ( <a href="http://www.unitedstatesvisa.gov">www.unitedstatesvisa.gov</a> ; contact your local U.S. Embassy)	\$
Application documents (transcripts, translation/notary of documents, etc.)	\$
Transportation from home to the U.S. Embassy for Visa Interview	\$
International airfare (Round trip air tickets are often required at the port-of-entry. One-way tickets purchased from U.S. are often more expensive than purchasing a round-trip and paying for a date change if needed.)	\$
Accommodations upon arrival in the U.S.	\$
Transportation to host site from airport/port of entry	\$
Broker fee to find an apartment	\$
Deposit for apartment (1 month's rent+ 1 month's security)	\$
Apartment monthly rent x Number of Months in U.S.	\$
Transportation transport to/from host site (car +fuel; or public transportation)	\$
Food (Budget \$50-75 per week if you cook. More if you eat out.)	\$
Utilities (Heat, water, electricity, other expenses that may not be included in rent)	\$
Personal Care/Other (hygiene, telephone/cell phone, postage, internet access, banking/check-cashing fees, etc.)	\$
Entertainment (movies, museums, tourism, etc.)	\$
Accident/Sickness insurance deductible (paid for initial visit to doctor)	\$
<b>TOTAL EXPECTED EXPENSES</b>	\$

**Remaining funds for Emergencies** (Total expected income – expected expenses) \$

**I certify that the above the financial data was estimated made by me. Actual income and expenses may be different.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## YMCA INTERNATIONAL TRAINING & INTERNSHIP PROGRAMS

### PARTICIPANT AGREEMENT

**Please read this agreement carefully and sign below. Applications without signed agreements will not be accepted. Keep a copy for your records.**

#### **J-1 Visa Sponsorship**

- I understand and agree that the primary objectives of the J-1 program are to foster cultural exchange and to enhance the exchange visitor's knowledge and skills in his/her occupation through participation in a structured training/internship program, and to improve the participant's knowledge of American business practices, methodologies, techniques, and expertise in the occupational field.
- I understand that the International YMCA is the J-1 Visa Sponsor of this program as designated by the U.S. Department of State, and that the company I will train/intern with is the Host Company.
- I certify that all information included in this application is true and accurate to the best of my knowledge.
- I understand that submission of an application does not guarantee approval or acceptance into the program.
- I understand that approval of this application by the International YMCA does not guarantee that the J-1 Visa will be granted to the participant by the U.S. Embassy. I understand that the YMCA cannot be held responsible for visa denials.
- I understand that the DS-2019 is not valid without the J-1 Visa and the J-1 Visa is not valid without the DS-2019. I agree to keep the two together at all times. I understand that if I lose my DS-2019 I must notify the International YMCA in writing immediately and pay \$75 for a new DS-2019.

#### **Role of the J-1 Visa Sponsor**

- I understand that the International YMCA as the Visa Sponsor will verify the information contained in this application. If the information contained is determined to be false at any time before or during the program, YMCA can reject the application or terminate visa sponsorship.
- I understand the International YMCA as the visa sponsor is authorized and required by the Department of State to monitor compliance with J-1 visa regulations, the training/internship plan, and YMCA policies. The International YMCA may require modification of the training/internship plan or terminate visa sponsorship if YMCA staff determine the J-1 regulations, the training plan, or YMCA policies are not being followed.
- I understand that the training/internship plan and components cannot be modified without the prior written approval of the International YMCA. If any changes to the training/internship plan are needed, I agree to submit a request for such changes in writing. I understand that my Host Company will be consulted for their agreement with such a request. I am aware that a new DS-7002 will be required to document the newly revised training/internship plan.
- I understand that site visits are required as per J-1 visa regulations, and that the YMCA as the visa sponsor can request a visit to my host company and/or the actual training/internship site at any time before or during the training/internship program. I understand that failure to accept or be present at a requested site visit can prohibit the placement of trainees/interns with the Host Company and/or result in the termination of visa sponsorship.
- I understand that the International YMCA, as my visa sponsor, must maintain accurate, up-to-date information on my location and activities within the U.S, including my U.S. residential address. I agree to provide the International YMCA with written notification of any change of my address within 10 days of move.

#### **Responsibilities of the Trainee/Intern**

- I agree to follow and obey all Federal, State, and Local laws of the United States.
- I agree to participate in all aspects of the training/internship program as detailed in the Training/Internship Program Plan (DS-7002).
- I agree to train/intern only at the designated host company. I understand that the J-1 visa prohibits me from any holding employment or training other than what is specified in the Training/Internship Plan.
- I agree to accept placement arrangements and assignments made with my host company and to carry out all activities and responsibilities to the best of my ability. I agree to follow all rules and regulations of the training/internship facility and to report any problems to my immediate supervisor and to the International YMCA when they occur.
- I agree complete, with my Host Company, at least two evaluations during my program, including the mid-stay and end-of stay evaluations. I understand that I will not receive a Certificate of Completion for this program from the YMCA unless all evaluations have been completed and sent to the International YMCA.
- I agree to leave the United States within 30 days of the End Date of the DS-2019 form. I understand that any attempt to remain in the United States after the end date of the program may be viewed as a violation of the J-1 regulations and YMCA program policies, and visa sponsorship may be terminated.
- I understand that the Host Company, the YMCA, or I can end this training/internship program at any time. I agree to notify the International YMCA in writing within 5 business days if I end or withdraw early from this training/internship program. Failure to report my withdrawal from the program can result in visa termination. I understand that upon my withdrawal from the program, my J-1 visa and DS-2019 will no longer be valid, I will no longer be allowed the 30-day "Grace Period," and I must leave the U.S. with 7 days.
- I agree to provide evidence of possession of round trip transportation to and from the United States, or sufficient funds to purchase return trip upon entry into the United States.

*I certify that I am the applicant named above and this application was completed by me. I have read and agreed to the terms and conditions as stated, and attest to the accuracy of information provided in the application.*

Participant Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature (If participant is under 21 years of age) \_\_\_\_\_ Date \_\_\_\_\_



## YMCA INTERNATIONAL TRAINING & INTERNSHIP PROGRAMS

### ATTACHMENTS FOR TRAINEE/INTERN APPLICATION

All documents must be in English or include certified translations. Incomplete applications will not be considered.

- Signed Participant Agreement
- Signed DS-7002 (Training/Internship Program Plan)
- Photocopy of passport (all pages with stamps)
- Photocopies of DS-2019s (formerly IAP-66) for all previous J-1 visas.
- Proof of Education Completed
  - o Certified Copy of certificate, degree, or diploma; OR
  - o Official letter from post-secondary educational institution confirming graduation date, and educational level completed (degree/certificate/diploma), and field of study; OR
  - o Official Transcript from post-secondary educational institution
- Police Background Check (For positions that require contact with children, i.e. camps, youth programs, or education programs)
- Reference Form (Three references are required)
- Interview Report Form (use form attached)
- Proof of English Proficiency (use form attached)
- Proof of Work Experience (For Trainees Only)
- Proof of Personal Funds: If no stipend is provided and you are self-funding your entire stay. Proof of Personal funds includes a notarized copy of bank statement and/or a notarized letter from parents/funding sources stating the amount they will provide to support your program.

## YMCA INTERNATIONAL TRAINING & INTERNSHIP PROGRAMS

### IN-PERSON INTERVIEW REPORT THIS PAGE IS FOR THE INTERVIEWER ONLY.

A face-to-face, in-person interview is required of all J-1 trainee/intern applicants. The interview can be conducted through an in-person meeting, or by video-conference or web-camera. Interviewers must be overseas partners of the International YMCA or authorized representatives of the host company who are fluent in English. Please visit our website for a list of approved International YMCA overseas representatives. **Please note that overseas partners will charge a fee for this service.**  
**APPLICANT--DO NOT write on this page.**

**Applicant Name:**

**Interviewer Name:**

**Title:**

**Company:**

**Instructions for Interviewer:** Ask the applicant the questions below **IN ENGLISH** and summarize answers in the space below. At the end, provide summary and recommendation. **Proof of English proficiency will be required for all non-native speakers using the Proof of English Proficiency Form.**

1. Why do you want to train/intern in the U.S.?

2. Do you have any relatives or friends living in the U.S.? Please explain (who, where, relationship).

3. Where did you learn to speak English? How long have you been speaking/studying English?

**Is the applicant a native English Speaker? \_\_\_Yes \_\_\_No**

4. How did you choose the host company that you will train/intern with? What do you want to go to that company?

5. Have you ever had any international or cross-cultural experience before? Please describe.

6. What was your greatest accomplishment? How did you achieve it?

7. What was the greatest problem you have ever faced and how did you overcome this problem?

8. What are your plans after the training/internship has ended?

### INTERVIEWER SUMMARY

**Method of Interview:** \_\_\_In-person \_\_\_Web-camera \_\_\_Video-Conference \_\_\_Other (specify):

Did the applicant complete the entire interview in English? \_\_\_Yes \_\_\_No

What level of English proficiency does she/he have?

\_\_\_Absolute Beginner (did not complete the interview)

\_\_\_Intermediate (understands when sentence is repeated/spoken slowly, but completed interview in English)

\_\_\_Advanced/Near Fluent (some grammatical errors, speaks at normal speed, completed interview in English)

\_\_\_Fluent/Native Speaker (Speaks comfortably in English without hesitancy)

Will this applicant be able to function on a day-to-day basis in an all English-speaking environment? \_\_\_Yes \_\_\_No

If the applicant has a medical or other emergency in the U.S., will his/her English be sufficient to communicate with emergency personnel who only speak English? \_\_\_Yes \_\_\_No

Would you recommend this applicant for training/internship in the U.S.? \_\_\_Yes \_\_\_No

**Explain:**

I certify that I am fluent in English and I have conducted this interview of the applicant as documented above. I attest that all information stated is a true and accurate record of the interview. I understand that fabricating an interview or falsification of an interview report can result in the disqualification of this application or termination of applicant's visa sponsorship.

**Interviewer Signature:**

**Date:**

## YMCA INTERNATIONAL TRAINING & INTERNSHIP PROGRAMS

### PROOF OF ENGLISH PROFICIENCY

**Proof of English Proficiency is required of all J-1 trainee/intern applicants. Please provide one form of proof from the 3 choices below.**

**Name of Applicant:**

**Native-Speaker of English**  
English is the official/primary language in the applicant's country of birth.

**Attach test scores from an internationally recognized English exam** (i.e. TOEFL, Cambridge, Pittman/City & Guilds, etc.). Attach copy of official exam results.

**Document from an English Language School or the English Language Department of a College/University** (check one)

- Transcript of English Courses
- Certificate of English study
- English Assessment

**APPLICANT-- DO NOT WRITE BELOW. TO BE COMPLETED BY THE SCHOOL.**

Name of School:

Department:

Address:

Telephone (Country Code-City Code-Number):

Name of Instructor/Assessor:

Title:

**Did the Applicant study English at this School?** \_\_\_Yes (Provide details below) \_\_\_No

Titles of English Courses

Dates of Courses

Grades

Did Applicant take an exam or earn a certificate as a result of this coursework? \_\_\_Yes \_\_\_No

If yes, Name of English Exam/Certificate:

**If the applicant was not a student here, did you assess the applicant's English for this application?** \_\_\_ Yes \_\_\_ No

What skills were tested? \_\_\_Speaking \_\_\_Listening \_\_\_Writing \_\_\_Reading \_\_\_Comprehension  
\_\_\_Other:

How were these skills tested? What method of assessment was used?

**Rating**

\_\_\_Absolute Beginner (knows a few English words but unable to converse or understand normal conversation)

\_\_\_Intermediate Beginner (understands when sentence is repeated/spoken slowly, can hold limited conversation)

\_\_\_Advanced/Near Fluent (some grammatical errors, can hold conversations)

\_\_\_Fluent/Native Speaker (Speaks comfortably at normal conversational speed)

**Explain Rating Given:**

Would this applicant be able to function on a day-to-day basis in an all English-speaking environment? **Explain.**

If the applicant has an emergency in the U.S., will his/her English be sufficient to communicate with emergency personnel who only speak English? \_\_\_Yes \_\_\_No

**Explain:**

*I certify that I am authorized by the school listed above to conduct English assessments. I attest that all information stated is a true and accurate and I understand that fabricating an academic record or falsification of this assessment report can result in the disqualification of this application, or termination of the applicant's visa sponsorship.*

Signature

Date of Assessment

**Attach School Seal/Stamp**



## YMCA INTERNATIONAL TRAINING & INTERNSHIP PROGRAMS

### REFERENCE FORM (PLEASE PRINT OR TYPE)

**APPLICANT, DO NOT WRITE BELOW**

**Name of Applicant:**

The YMCA Training/Internship Program offers training/internship opportunities in the United States for up to 18 months in the occupational fields of social services, health enhancement, arts and culture, and business and management. References are required with the application. Please provide a reference for this applicant.

**A reference should be the applicant's current or former teacher, employer, business associate, coach, or religious leader. References cannot be written by family members, friends, representatives of the host company or third-party recruiters.**

Your Name as Reference:

Professional Title:

Company/Organization

Complete Address:

Telephone

Email:

Relationship to Applicant:  Teacher  Employer  Coach  Religious Leader  Business Associate

How long have you known the applicant?

**Please rate the applicant on the following qualities:**

	Excellent	Good	Fair	Poor
Adaptability to new situations				
Ability to Problem Solve				
Maturity/Responsibility				
Judgment and Decision-making skills				
Cooperation with Others				
Ability to Initiate Conversation				
Enthusiasm				
Ability to Initiate Friendships				
Patience				

Describe the applicant's ability to relate to people of different nationalities, ages, genders, and social backgrounds:

Please describe why you believe this applicant would benefit from the training/internship program:

**I  DO/  DO NOT recommend the applicant for participation in the YMCA International Training/Internship Program.**

**Signature:**

**Date**