



YMCA INTERNATIONAL TRAINING & INTERNSHIP PROGRAMS

- All documents must be in English or include certified translations. Incomplete applications will not be considered.
- Use YMCA forms.
- Send the complete application (Host Company/Participant applications and Training/Internship Plan) and all documents (checklist) to International YMCA to the following address:

**International YMCA
Att. Training & Internship Programs
5 West 63rd Street, 2nd Floor
New York, NY 10023**

APPLICATION CHECK LIST FOR HOST COMPANY

- Complete application form including the following information: DUNS, EIN, Incorporation date and recent annual revenue information.
- Proof of valid Worker's Compensation (Copy of Declarations Page).
- Web-pages, articles, OR Annual Report
- Articles of Incorporation (companies doing business for less than 2 years)
- Supervisor's Resume (if there is more than one supervisor, include all resumes)
- Signed Host Company Agreement
- Signed DS-7002 (Training/Internship Placement Plan)
- Copy of signed offer letter to the participant

APPLICATION CHECK LIST FOR TRAINEE/INTERN

- Signed Participant Agreement
- Signed DS-7002 (Training/Internship Placement 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 (for Trainees and Interns graduated within the past 12 months)
 - a Certified Copy of your post-secondary certificate, degree, or diploma; **AND** an Official Transcript from your post-secondary educational institution; **OR**
 - An Official Letter from your post-secondary educational institution confirming your graduation date, educational level completed (degree/certificate/diploma), and field of study. Use YMCA Proof of Student Status Form; **AND** an Official Transcript from your post-secondary educational institution
- Proof of Student Status (For Interns).
- Police Background Check (For positions that require contact with children, i.e. camps, youth programs, or education programs)
- Reference Form (Three references are required for Interns; One for Trainees)
- Interview Report Form.
- Proof of English Proficiency.
- Proof of Work Experience (For Trainees Only) Include letters from employers confirming employment dates and job position held. Include only letters from experience related to the field of the training.
- 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.



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HOST COMPANY APPLICATION

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

Host Institution Name:	
President/CEO (Name):	
Contact Person (Name):	Direct Phone:
Title:	Email:
Direct Supervisor of Trainee (Name):	Direct Phone Number:
Title:	Email:
Summary of Qualifications of Direct Supervisor:	
Host Company Address:	Telephone:
City, State:	Fax:
Zip Code:	e-Mail:
Training Site Address:	Web Site Address:
City, State:	Telephone
Zip Code:	Fax
	e-Mail Address
	Web Site Address
Industry/Type of Business:	
Total No. of Employees in the organization:	Total No. of J-1s in the organization:
Number of Employees at the Training Site:	Total No. of J-1s at Training Site:
Annual Revenue for most recent fiscal year:	
Federal Employer ID Number (EIN):	DUNS Number:
Month/Year Incorporated:	State/Country Incorporated:
Workman's Compensation Insurance Policy Number and Provider:	
Does the company operate 12 months per year?	Does the training location operate 12 months per year?
Dates of company closure:	Dates of training site closure:
Is English the primary language spoken in the company? ___Yes ___No	Is English the primary language spoken in the training site? ___Yes ___NO

PARTICIPANT SELECTION & POSITION

APPLICANT IS: <input type="checkbox"/> Trainee (18 MONTHS MAXIMUM) <input type="checkbox"/> Intern (12 MONTHS MAXIMUM)	The Host Company Named above is offering this position to (Full name):
Proposed period of training/internship: Start Date: _____ End Date: _____	
How was the applicant selected for this position?	
Was a third party used to identify, screen or recruit this participant? ___Yes ___No If Yes, state name of person and/or company:	
Trainee/Intern's position in the company (title):	
Is this position full-time (min. 32 hours per week): ___Yes ___No	
Does this position involve contact with children? ___Yes ___No	
Will this position require more than 20% clerical work? ___Yes ___No	
Was this position created for the sole purpose of international exchange? Yes___ No___	

Has an American part-time or full-time staff member ever held this position? ___Yes ___No	
Is this participant being trained for permanent employment in the U.S.? ___Yes ___No	
Has the applicant previously been employed by the host company? ___Yes ___No	
If yes, please specify the period(s) of the applicant's past or current employment at the host company and the position(s) held (attach additional pages if necessary):	
(month/day/year)	Position held
(month/day/year)	Position held
(month/day/year)	Position held

PARTICIPANT SUPPORT & SUPERVISION

What type of orientation will the company provide to this participant?

What resources and equipment will be provided to the participant to complete the program?

What type of office space or work space has been designated for the participant?

Participants company e-mail address:

Participant's company telephone number/extension:

Will the Supervisor named above be available to provide continuous, on-site supervision for the participant? ___Yes ___No

List names and titles of others who may provide supervision/guidance in the absence of the Supervisor.

What mentoring will be provided to the participant? By whom?

FINANCIAL SUPPORT

Is the **host site** providing financial support to the trainee? Yes___ No_____

Is financial support being provided by a source other than the host company? ___Yes ___No

If yes, Name of person/company providing financial support:

Amount of to be provided **for the entire program** period: \$_____

Is room and board provided? ___Yes ___No	If yes, By whom?
At what location?	At what cost?

Will cost of room and board be deducted from participant's salary? Yes___ No_____

Who is paying the YMCA program and insurance fees?
 ___Trainee ___Host Site ___Third Party

Will the cost of YMCA program and insurance fees be deducted from the trainee's financial support?
 Yes___ No_____

Name of Person completing these forms:

Title:

Affiliation to Host Company:

HOST COMPANY AGREEMENT

Please read and sign below.

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 placement plan (T/IPP), and to improve the participant's knowledge of American business practices, methodologies, techniques, and expertise in the occupational field. I will provide the trainee/intern with time and opportunities to pursue cultural and community service activities as an essential part of this program.
- I understand that 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 represent 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.

Role of the 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 placement plan, and YMCA policies. The International YMCA may require modification of the training/internship placement plan (T/IPP) or terminate visa sponsorship if YMCA staff determine the J-1 regulations, the T/IPP, or YMCA policy are not being followed.
- I understand that the T/IPP 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 a new T/IPP (DS-7002) will be required to document the newly revised training/internship placement 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 company and/or the actual training/internship site at any time before or during the training/internship program. I understand that failure to accept a requested site visit can prohibit the placement of trainees/interns with this Host Company and/or result in the termination of visa sponsorship.
- I understand that the YMCA as the visa sponsor must maintain accurate, up-to-date information on the Host Company, Host Company Contact person, and the trainee/intern's direct Supervisor. I agree to provide the International YMCA with written notification of any changes to the information provided in the enclosed Host Company Information forms within 10 days.

Responsibilities of the Host Company

- I agree to enclose payment to the International YMCA for the Program Fee, Insurance Fee, and any other required fees for this program. I understand that this application will not be processed or approved until full payment has been received.
- If the Acceptance Package containing the DS-2019 form is undeliverable to the address provided on the application, I agree to pay the International YMCA \$50 for second delivery.
- I agree to provide continuous, on-site supervision of the trainee/intern as well as mentoring by experienced, knowledgeable staff for the duration of the training/internship program as required by the J-1 visa regulations.
- I agree to complete, with the trainee/intern, no less than two evaluations per program period. I understand that the J-1 visa regulations require at minimum a mid-stay and end-of-stay evaluation. The International YMCA provides evaluation forms for this purpose and I agree to complete and return all evaluation forms in a timely manner.
- I agree to provide sufficient resources, plant, equipment, and trained personnel to provide the specified training/internship program as required by the J-1 regulations, and as described in the T/IPP (DS-7002). I understand that if there should be any change to this Host Company's ability to provide these resources as required, I must notify the International YMCA in writing immediately.
- I certify that this training/internship program will not be used to train exchange visitors for employment in the United States.
- I certify that trainees/interns will not be in positions that would otherwise be filled by U.S. residents or full- or part-time employees.
- I understand that I may not in any way assist the trainee/intern to extend his/her stay or remain in the United States beyond the end date of his/her DS-2019.
- I agree to be provide an orientation to the trainee/intern upon arrival.
- I will notify the participant as to what expenses are covered by the host company. I will clearly specify those expenses for which the participant is personally responsible, including room, board, and transportation to/from the program site.
- I will adhere to all Federal, State, and Local regulations regarding payroll taxes, insurance, health and safety, and background screening.
- I understand that the Host Company, the YMCA, or the trainee/intern can end this training/internship program at any time. I agree to notify the International YMCA in writing within 5 business days if the host company ends or terminates this training/internship program.

By signing below I certify that I am the Host Company Contact named above; that all of the responses written above are true and accurate; that the Training/Internship Supervisor has also read the Training/Internship Placement Plan and Host Site Manual; and that I am an employee of the Host Company who is authorized to sign this document on its behalf.

Host Company Contact Signature _____ Date _____

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PARTICIPANT APPLICATION

All fields must be completed. Incomplete applications will not be processed. Education and work experience must relate directly to the category that you are applying for a training or internship.

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.? Yes No

Have you ever been denied a U.S. visa? Yes No

Have you been convicted of a crime in the U.S.? Yes No

Have you been convicted of a crime in your home country? Yes No

EDUCATION INFORMATION

ONLY EDUCATION RELATED TO THE TRAINING/INTERNSHIP

Only **post-secondary** education is acceptable.

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

Are you currently a student? Yes No

If "No," go to the next section.

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 one year of professional work experience in my field of training, gained outside the U.S. <i>My work experience is detailed below. FOR TRAINEES ONLY.</i>
<u> </u> Initials	I certify that I have <u>not</u> graduated, but I have at least 5 years of post-secondary professional work experience in my field of training, gained outside the U.S. <i>My work experience is detailed below. FOR TRAINEES ONLY.</i>

If you are not currently studying or working. What is your current occupation?

--

PROOF OF WORK EXPERIENCE (FOR TRAINEES ONLY)

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

Please add only information that relates directly to the training field that you are applying for. US working experience do not count.

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".

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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)	\$
TOTAL Expected Income and Resources (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 www.unitedstatesvisa.gov)	\$130
Visa Appointment Fee (www.unitedstatesvisa.gov ; 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)	\$100
TOTAL EXPECTED EXPENSES	\$

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:** _____

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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 placement plan (T/IPP, written on Form DS-7002), 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 me 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 documents 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 placement plan (T/IPP), and YMCA policies. The International YMCA may require modification of the T/IPP 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 T/IPP 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 T/IPP (DS-7002) will be required to document the newly revised training/internship placement 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 my placement 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 Placement Plan (T/IPP, Form 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 Placement 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 change visa status or 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, understood, 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

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:



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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 (interview, document, or exam) 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 (understands when sentence is repeated/spoken slowly, but completed interview in English)
- ___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



PROOF OF STUDENT STATUS

J1 Visa regulations require that participants applying for an internship must be currently enrolled in and pursuing studies at a degree level or certificate granting post-secondary academic institution outside the United States; or must have graduated from such school within 12 months of the start of their internship.

Post-secondary education is education that is completed above and beyond the high school or secondary school level. Post-secondary education is not compulsory, begins after secondary school has already been completed, and usually culminates in the awarding of a degree, certificate, or diploma, It can be vocational, academic, or technical.

If the applicant has already graduated, a copy of the certificate or diploma must be included.

Student's Name:			
Name of school or academic institution:			
Address of school or academic institution:			
Major or field of study:			
Minor of study:			
Name of the degree/ certificate/ diploma to be awarded:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Bachelor: Master: PhD:</td> <td style="width: 50%; border: none;">Other vocational: Other (please describe):</td> </tr> </table>	Bachelor: Master: PhD:	Other vocational: Other (please describe):
Bachelor: Master: PhD:	Other vocational: Other (please describe):		
Date of enrollment:			
Years of study completed to date:			
Length of Academic Program:			
Date or expected date of graduation:			

SPACE TO BE COMPLETED BY SCHOOL

I certify that the student named above is a current full time student or graduate of the above post-secondary school or post academic institution.

Name:			
Title:			
Signature:		Date:	
School Seal/Stamp:			