

Application Instructions

ABOUT OUR PROGRAMS

YMCA International Training & Internship Programs allow U.S. organizations to internationalize their staff and services while providing career development opportunities to students from around the world through the *J-1 Training/Intern Exchange Visitor Visa*. YMCA International Training & Internship Programs promote global citizenship through practical career development, cultural exchange and community service.

YMCA offers two training/internship programs:

- The ICCP Training/Internship Program: Offered by the YMCA International Camp Counselor Program (ICCP), this program is for trainees/interns interested in training at **YMCAs, camps, and conference centers**.
- The International Career Advancement Program is for training/internships at **all other private sector organizations**.

YMCA TRAINING/INTERNSHIP CATEGORIES:

Education, Social Sciences, Library Science, Counseling and Social Services:

- *Education*: Elementary, Secondary, Special Education, ESL, Curriculum Development, Education Administration & Leadership, Physical Education (Excludes child care and early childhood education)
- *Social Services*: Youth Work, Human Services, Community Development, Social Work (non-clinical),
- *Social Sciences*: Anthropology, Psychology, Political Science, Environmental Studies
- *Counseling*: Academic counseling, vocational counseling, other non-clinical counseling
- *Library Science*

Management, Business, Commerce and Finance:

Marketing, Accounting, Administration, Management, Operations, Finance, Non-profit Management, Sports Management, Arts Administration, Restaurant Management, Hospitality Management

Health Enhancement:

Fitness, Health Awareness, Nutrition, Health promotion and education, allied health professions. (Excludes medical, clinical, and therapy occupations, and any positions that involve patient contact or care.)

Arts & Culture: Museums, Galleries, Performing arts, Fine arts, Design

Hospitality and Tourism: 12 months maximum: Culinary arts, hotel services, travel services

Information Media and Communications: IT, Journalism, Public Relations, Radio, TV

Public Administration and Law: Public Policy, Law, Government

The Sciences, Engineering, Architecture, Mathematics and Industrial Occupations

As with all YMCA programs, Host Companies and trainees are expected to demonstrate YMCA core values:
caring, honesty, respect, responsibility.

Use of the Exchange Visitor Program for employment, work, unskilled labor, or for immigration purposes is strictly prohibited.

The J-1 Visa regulations distinguish between receiving training, which is permitted, and gaining experience, which is not permitted.

PROGRAM REQUIREMENTS

REQUIREMENTS FOR ALL TRAINEES & INTERNS:

- Be at least 18 years old by the program start date
- Apply for programs within the field of your recent educational/work experience
- Demonstrate English proficiency
- Participate in a documented, in-person interview
- Apply for the J-1 visa in your home country
- Enter the U.S. on the J-1 visa (change of status within the U.S. is not permitted)
- Have sufficient personal funds or financial support for round-trip airfare and living expenses for the duration of stay
- Maintain insurance for the duration of stay (YMCA-provided insurance is required)
- Leave the U.S. at the end of the program

REQUIREMENTS FOR INTERNS

An Intern is: a foreign national who either (1) is currently enrolled in and pursuing studies at a degree- or certificate-granting post-secondary academic institution outside the United States or (2) graduated from such an institution no more than 12 months prior to his/her exchange visitor program begin date, and who enters the United States to participate in a structured and guided work-based Internship Program in his/her specific academic field. *Maximum length of stay is 12 months.*

REQUIREMENTS FOR TRAINEES

A Trainee is: a foreign national who has either (1) a degree or professional certificate from a foreign post-secondary academic institution and at least one year of prior related work experience in his/her occupational field acquired outside the United States, or (2) five years of work experience outside the United States in his/her occupational field, and who enters the United States to participate in a structured and guided work-based Training Program in his/her specific occupational field. *Maximum length of stay is 12 months as per J-1 visa regulations. For all other trainees, the maximum stay is 18 months.*

NOTE: 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 terminates in the awarding of a degree, certificate, or diploma. It can be vocational, academic, or technical. Post-secondary education is not the same as just completing secondary school. GCSEs, A-Levels, O-Levels, Leaving Certificates, Baccalaureats (Lycee) and other certificates of secondary school completion do not qualify as post-secondary education.

REPEAT PARTICIPATION

Trainees and Interns may apply for additional training/intern programs. Interns can pursue additional internships as long as they maintain student status. Graduates who participated in internships can apply for Training Programs after residing outside of the U.S. for 2 years. Trainees can apply for additional or advanced Training Programs after residing outside of the U.S. for 2 years.

REQUIREMENTS FOR HOST COMPANIES

- Host Companies must be incorporated companies or organizations.
- Host Companies must have a **Federal Employer Identification Number (EIN)**.
- Host Companies must have a **Dunn and Bradstreet (DUNS) Number** unless the organization is an academic institution or government entity.
- Host Companies must have a current Workman's Compensation Insurance Policy.

- Host Companies must have appropriate facilities and equipment to provide the internship/training.
- The host institution must provide direct, continuous, on-site supervision to the participant.
- Host Companies cannot place interns in positions that displace American workers.
- Host Companies cannot place interns in positions of ordinary work, or positions that would normally be filled by locally-hired employees.
- *All Host Companies that have not previously participated in the YMCA International Training/Internship programs will be visited by a YMCA representative.*

HOW TO APPLY

APPLICATIONS MUST BE TYPED. ALL DOCUMENTS MUST BE IN ENGLISH OR INCLUDE CERTIFIED TRANSLATIONS.

STEP 1

Instructions to U.S. Host Company

- Complete HOST COMPANY INFORMATION section of the application.
 - **Note:** A DUNS number can be obtained for *free* by all organizations required to have one for U.S. government contracts (such as the DS-7002 Training/Internship Plan). Contact D&B at www.dnb.com/us or call **866-705-5711** CST to apply.
- Create a TRAINING/INTERNSHIP PLAN for the applicant. *Use the YMCA Form provided.*
- Sign the *DS-7002 (Federal Training/Internship Program Plan Form)*. **Both Participant and Host Company signatures must be on one form.** Original signatures are NOT required.
- Prepare a LETTER OF OFFER/CONTRACT for trainee/intern.
- Print, read and sign copy of HOST COMPANY AGREEMENT.
- Prepare the required ATTACHMENTS.
- Receive completed Participant Application.
- Prepare PROGRAM FEE and INSURANCE FEE (PAYABLE TO INTERNATIONAL YMCA).
- Send the complete application and all attachments to YMCA for review.
- **Email a copy of the training plan to ips@ymcanyc.org**

International YMCA (Training & Internship Programs)

5 West 63rd Street, 2nd Floor

New York, NY 10023

Phone: 212-727-8800 or Toll Free: 888-477-9622

Fax: 212-727-8814

Email: ips@ymcanyc.org

STEP 2

Instructions to the Applicant

- Complete PARTICIPANT INFORMATION section of the application.
- Read (and sign if required) the LETTER OF OFFER/CONTRACT from the host company.
- Read and sign PARTICIPANT AGREEMENT.
- Read and sign Page 1 of the *DS-7002 (Federal Training/Internship Program Plan)*.
- Complete an IN-PERSON INTERVIEW (contact your local YMCA representative or the host company representative in your country.)
- Have the interviewer complete and sign the Interview Report Form is included in the application.
- Sign the YMCA PARTICIPANT AGREEMENT
- Make a Photocopy of your passport (including all pages with stamps)
- Make photocopies of DS-2019s (formerly IAP-66) for all previous J-1 visas.
- Obtain PROOF OF EDUCATION COMPLETED by providing **one** of the following:
 - a Certified Copy of your post-secondary certificate, degree, or diploma; OR
 - an Official Letter from your post-secondary educational institution confirming your graduation date, educational level completed (degree/certificate/diploma), and field of study; OR
 - an Official Transcript from your post-secondary educational institution
- Obtain a POLICE BACKGROUND CHECK from your local police station. A Police Background Check is a 1-page document that states whether or not you have a criminal record. This is required for all trainees/interns applying for positions that require contact with children (i.e. camps, youth programs, education programs, etc.).
- PROOF OF ENGLISH PROFICIENCY (use form attached).
- PROOF OF WORK EXPERIENCE. This is required for Trainee applications only. If you have a post-secondary degree/certificate/diploma, 1 year of work experience is required. If you did not complete

post-secondary education, 5 years of work experience is required. All education and experience must be from outside the U.S. as stated in the J-1 visa regulations.

- Complete and sign the PARTICIPANT BUDGET FORM. This is provided to help you estimate and budget adequately for the cost of participating in this program and living in the U.S. Contact the International YMCA, your local YMCA representative, or the host company for information.
- Provide PROOF OF PERSONAL FUNDS. This is required only if no stipend is provided and you are self-funding your entire stay. Proof of Personal funds includes a notarized copy of your bank statement and/or a notarized letter from parents/funding sources stating the amount they will provide to support your program.
- **Return all documents to the host company. Keep a copy for your records.**

STEP 3

Host Company sends to YMCA (it is advised that Host Company keep a copy of documents)

- Host Company application and attachments
- Participant application and attachments
- Program Fee
- Insurance Fee

STEP 4

YMCA will:

- Screen and process application. Processing time is 3-5 weeks.
- Approve or reject the application.
 - Submission of an application does not guarantee approval.
 - Application approval does not guarantee that the J-1 visa will be awarded by the U.S. Embassy.

Step 5

- If approved, an **Acceptance Package** will be sent by express mail directly to the participant.
- The package will include:
 - the YMCA-issued DS-2019 Certificate of J-1 Visa Sponsorship Signed by the YMCA
 - the DS-7002 Training/Internship Program Plan Signed by the YMCA
 - the SEVIS Fee Receipt
 - An insurance card and Claim Form
 - YMCA Trainee/Intern Manual
 - details on how to apply for the J-1 Visa at their local U.S. Embassy
 - Other supporting documents and information.
- **DO NOT SCHEDULE A VISA INTERVIEW UNTIL AFTER YOU HAVE RECEIVED THE ACCEPTANCE PACKAGE.**

STEP 6

Instructions to Applicant

- When you receive your Acceptance Packet from YMCA, CHECK THE FORMS CAREFULLY.
- SIGN AND DATE THE DS-2019.
- READ THE YMCA TRAINEE/INTERN MANUAL before applying for your J-1 Visa.
- Contact your local U.S. Embassy to schedule a visa interview. Follow the instructions provided in the YMCA Manual. The Embassy may require fees to apply for the visa and schedule the interview.
- Complete the Visa Application Forms.
- **DO NOT MAKE TRAVEL ARRANGEMENTS UNTIL AFTER YOU HAVE RECEIVED THE J-1 VISA.**
- **Notify YMCA and your Host Company to provide your expected date of arrival to the U.S.**

STEP 6

Instructions to Host Company and Applicant on arrival to the U.S.

Immediately upon arriving at the Host Company notify YMCA of participant **arrival and U.S. address** so that the J-1 Visa can be validated in SEVIS. *The Visa will automatically become INVALID if not validated within 20 days of the program start date shown on DS-2019 form.*

APPLICATION GUIDELINES

Program Start and End Dates

- Training programs in Hospitality may last any length of time between three and twelve **continuous** months. Maximum stay as per J-1 visa regulations is 12 months.
- Training programs in all other categories may last any length of time between three and eighteen **continuous** months. Maximum stay as per J-1 visa regulations is 18 months.
- Internships in all categories may last any length of time between three and twelve continuous months. Maximum stay as per J-1 visa regulations is 12 months.
- These start and end dates will also be used to schedule the participant's insurance coverage. If the participant will arrive in the U.S. early, additional insurance is required.
- Participants can arrive in the U.S. no more than 30 days before the program start date.
- There can be no break or interruption of the training/internship program for more than 30 days.
- If the participant plans to be absent from training for a holiday, vacation, health care or other personal reasons, this time is included in the date range for which YMCA is sponsoring the visa.
- If the participant plans to leave the U.S. during the training program, YMCA must sign the D.S. 2019 to authorize re-entry into the U.S.
- Participants who successfully complete their training/internship program are automatically given thirty-days beyond the end-date of the DS-2019 as a "Grace Period" to travel **within the U.S. only** and to prepare to return home.
- Participants must plan on leaving the U.S. within thirty days of the end date printed on the DS-2019 form.
- Trainee/Intern visas are non-extendable beyond the maximum stay as per J-1 visa regulations.

Financial Support

- Depending on the geographical area, the application must show that the trainee has sufficient financial support to cover all living and travel expenses for the entire duration of stay and this must be indicated on the program application. A Budget Worksheet is provided for this purpose.
- Insufficient financial support can result in the rejection of the application by YMCA, or a visa denial by the U.S. Embassy.
- The participant's own personal funds is considered part of the total financial support.

Mailing Address

- Once YMCA approves the application, an acceptance package including the DS-2019 and SEVIS Fee Receipt will be sent directly to the participant in his/her home country.
- The YMCA cannot, under any circumstances, send acceptance packages or DS-2019s to a U.S. address.
- The most common reason for a participant to experience a delay in receiving the acceptance package is an incomplete or illegible mailing address on the application.
- The express mail service used requires delivery to a street address, not a post office box. A telephone number is also required for the address provided.

Special Considerations:

Insurance

- Participants must have health and accident insurance during their entire stay in the U.S. that meets minimum standards set by Federal regulations. Such insurance must include:
 - \$100,000 coverage for each accident and illness.
 - \$7,500 coverage for repatriation of remains to home country (in case of death).
 - \$10,000 coverage for medical evacuation to home country.
 - A rating of "A-" or above by an insurance rating company identified by the U.S. government.
- YMCA has arranged for an insurance policy through Nationwide Insurance which exceeds these requirements. The policy also carries \$5,000 for life insurance.
- For this reason, all participants on the YMCA Training/Internship Program must be covered by the insurance offered by the YMCA.
- The cost of this insurance \$58.50 per month. The deductible per accident or illness is \$100.
- The deductible and cost of insurance are both subject to change on January 1st of each year.
- **Insurance will be effective on the start date of the DS-2019 form.**

- The Host Company can offer their own insurance to the participant to supplement this coverage.
- Insurance payment should be included with program fee at the time of application. **Upon early termination, see Refund Policy.**

TRAINING PLAN GUIDELINES

Purpose

International Trainees are issued a J-1 (Exchange Visitor) visas to enter the U.S. specifically to enhance their skills in their current occupation through participation in a structured training program. This program should be designed:

- To improve the participant's knowledge of American techniques, methodologies, or expertise within the individual's field of endeavor.
- To enable the exchange visitor trainee to understand American culture and society better.
- To enhance American knowledge of foreign cultures and skills by providing the opportunity for an open interchange of ideas between the exchange visitor trainees and their American counterparts.
- "Gaining experience" is not an acceptable purpose for the Training Plan. Government regulations state, "Use of the Exchange Visitor Program for ordinary employment or work purposes is strictly prohibited. The regulations are designed to distinguish between receiving training, **which is permitted**, and gaining experience, **which is not permitted.**"
- The program must provide new skills and knowledge, and cannot repeat previous training the individual has already had.
- The training/internship plan must clearly show that the program is designed for the participant to receive practical training in his/her career field, which is then put to use in their home country.

Program Categories

The International YMCA has been authorized to provide visa sponsorship in the following occupational categories:

- **Education, Social Sciences, Counseling and Social Services**
- **Management, Business, Commerce and Finance**
- **Health Enhancement Occupations**
- **Arts & Culture**
- **Hospitality/Tourism**
- **Information Media and Communications**
- **Public Policy/Law and Administration**
- **The Sciences, Engineering, Architecture, Mathematics and Industrial Occupations**

The training/internship program must fall within **one** of the above categories. For example, a program in *Youth Services* could be considered in the category of education, social sciences, counseling, and social services. Training with a YMCA fitness program could be considered in the category of health enhancement.

- a. A training program in hotel administration can be considered in the category of management, business, commerce and finance *only if there are rotations in business functions (marketing, human resources, operations, finance, etc.) and if the trainee/intern has a broad background in business that is being applied in a hospitality setting.*
- b. **Business Management cannot** be limited to housekeeping, front desk, catering, or back-of-the-house/front-of-the house.

Qualifications of the trainee/intern

The program must **directly relate** to the applicant's previous work and/or educational background. An applicant for a Youth Services training should have the required education and/or experience in that field, or in a related field. An accountant would not qualify for a training program in Youth Services. A Youth Worker would not qualify for a training program in business management. The Host Company's field or industry, and the supervisor's work experience and education should also be appropriate and related to the field of training selected. *Please consider the content of the program and the background of the applicant when choosing the category you are applying for.*

Training Plan Components

1. State overall program purpose/objective (see below).
2. Describe the role of the trainee/intern in the organization. What is the trainee/intern's title? What will their primary responsibilities be?
3. Organize the program into specific phases. Usually a phase is 1-4 months, depending on the length of the entire program. Phases can be divided by department rotation, by project, or by chronology. Use a separate page for each phase. **For each phase:**
4. State specific goals and objectives
5. List the Training syllabus or chronology. If there will be courses provided or materials to be read, list the courses. If there will be certain topics covered in a particular order, list that here.
6. Detail the knowledge, skills, and techniques, to be imparted. The section should begin with *"By the end of this phase, the trainee/intern will be able to..."*
7. Identify the departments or functional areas (rotations) if applicable
8. Specify tasks to be performed in this phase.
9. Detail training activities (shadowing, formal training, projects, etc.). Examples:
 - Classroom Training
 - Maintaining a Learning Journal
 - Seminars/Workshops
 - Shadowing Expert
 - Rotation through several Departments
 - Interviewing Expert
 - On-the-Job Training
 - Guided Research Project
 - Conferences
 - YMCA e-Cornell online courses www.ecornell.com/ymca
 - YMCA Program Schools
 - CEO for a Day
 - 360 degree feedback
 - Personal development workshops (personal finance, leadership styles, professionalism, goal setting, problem-solving, etc.)
 - Cultural activities
 - Field trips
 - Home-stays
 - In-house workshops—engage other staff
10. Justification for on-the-job training. Why is on-the-job-training needed? How will the program balance the need of the participant for practical training, with the need of the Host Company for certain responsibilities to be fulfilled?
11. Describe method of supervision and performance evaluation.

Other Training Plan Requirements

- Progression of training. The training plan phases should be cumulative and follow a progression. One phase should lead to the next. Each phase should build upon the skills and knowledge gained in the previous phase. Show how each phase relates to the others. The program should not be a job with various, unrelated tasks, but should provide a structured, coherent learning experience.
- All tasks assigned to participants must be necessary for the completion of program assignments. Trainees/interns should not be used for miscellaneous, random tasks. They should be given tasks that relate to their program.
- Changes to the training plan are permitted with the permission of the YMCA. It is understood that upon meeting the participant and becoming familiar with each other, the pace of the program or the content may change slightly so that the program remains challenging and meaningful. Changes to the training/internship plan require the submission of a written request and a draft of the new proposed training plan. Changes should not be implemented until YMCA provides approval in writing.

A Training/Internship Plan must NOT:

- Contain therapy, clinical or medical care, nursing, dentistry, child care, or elder care

- Be used for ordinary employment
- Be used to prepare for American jobs
- Contain unskilled labor
- Contain more than 20% clerical work
- Be used to replace American full- or part-time employees
- Duplicate prior work experience or training received elsewhere

Unskilled Occupations: What trainees/interns cannot do.

Attendants	Cleaners/ Housekeepers	Receptionists
Bartenders	Clerks	Orderlies
Bookkeepers	Cooks	Stockroom workers
Caretakers	Typists	Telephone operators
Cashiers	Groundskeepers	Ushers
Cleaners	Guards	
Chauffeurs/Taxi Drivers	Janitors	

Objectives

There must be a way for both the participant and the supervisor to know that the objectives are being achieved. For example, an objective for a trainee coming to be trained to run a business in their home country might be, "By the end of this training the trainee will have learned to recruit, interview, and hire day staff." The training plan should have a number of objectives, but still be achievable in the time frame of the internship. Essentially, the objectives should identify what the trainee will specifically learn over the course of the training program.

Activities

The activities describe how the learning objectives will be accomplished. Keep in mind that a training plan is not a job description. A training plan must describe the skills, knowledge and competence that will be shared with the trainee. In developing the training plan, and throughout the application, DO NOT use words and phrases such as "job", "job description", "work" or "gaining experience". These words may be cause to reject an application as more emphasis is put on the work aspect rather than on what is to be learned; hence they are not acceptable. Instead, use words and phrases such as "training plan", "internship" and "receiving practical training". These are acceptable and exhibit proof that the purpose and intent of the regulations governing this program are understood. Other activities, which can be considered appropriate to the training experience, may include classroom training, seminars and rotation through several departments. If on-the-job-training" is utilized as a training activity, it must be justified as a means to achieve the stated learning objectives. Again, "gaining experience" is not acceptable as justification. "Demonstrate competencies" is acceptable.

The activities must be sufficient to fill the entire length of the training plan. A week long staff training seminar followed by 12 months of practical experience may indicate that the trainee has been hired to fill a job position rather than to receive training; however, practical experience combined with other training activities such as those listed above is acceptable.

Supervision and Evaluation

On-going supervision and evaluation is a requirement of the program. The frequency and form may depend on the length of the training. The YMCA provides forms for mid-stay and end-of-stay evaluations. An evaluation meeting between the Host Company Supervisor and the trainee/intern should focus on the progress the participant is making toward achieving the specified objectives and planning for how to achieve unmet objectives. The performance of the trainee/intern is also discussed. The evaluation meeting should be documented in writing, and be signed by both the participant and the immediate supervisor with copies sent to YMCA. It is a government requirement that the trainee's file include these signed evaluations.

YMCA Criteria

Using the aforementioned guidelines, YMCA considers these questions when reviewing every application. Of course, additional questions may arise during review.

- Is the program appropriate for the candidate at this point in his / her education or career?
- Is the applicant's background directly related to the field of training/internship?

- Is there adequate supervision of the participant?
- What specific new skills will the participant gain?
- Is the financial support suitable and sufficient to cover the cost of living in the region?
- How will the participant be exposed to U.S. culture?
- Will the participant have opportunities for community service?
- How will the participant share his / her culture with Host Company?
- Is the Host Company using the participant as staff or seasonal labor?
- Is the participant currently employed or enrolled as a full time student?
- Can the participant demonstrate his / her intention to exit the U.S. after training?
- Have all questions in the application and training plan been fully answered?
- Are the classroom trainings, and conferences specific to date and qualifications gained?
- Has the participant previously participated in the trainee/internship program? If so, Why is this additional program necessary?