

Program Application Work & Travel USA

TO BE COMPLETED BY THE **APPLICANT** (print in black ink)

PAGE 1 of 2

Program Application: please tick relevant box/es

Internship & Trainee USA Programs

Internship USA (INT USA)

Trainee USA (PCT USA)

Work & Travel USA Programs

Summer Work & Travel USA - 4 months (WAT USA x 4)

Work & Travel USA - 12 months (WAT USA x 12)

Comprehensive Insurance Upgrade (WAT USA x 4 ONLY)
(Standard Insurance included in program fee)

Early Bird Discount (A \$250 Early Bird Discount is available for all WAT USA x 12 applications received at least 5 months prior to the scheduled departure date)

Personal Details

Last Name *(as per passport)*

First Name *(as per passport)*

Address

Suburb

State

Postcode

Acceptance into Program

Consideration of the application will only be made after receipt of the fully completed application form and payment of the required deposit. The applicant will be formally accepted into the program only after:

1. Student Exchange Australia New Zealand Ltd has determined that the application meets all requirements for the nominated program.
2. The sponsoring organisation in the US, Council on International Educational Exchange (CIEE), has reviewed and accepted the application.

Included in the Program

- The legal sponsorship necessary to obtain your J-1 visa
- Assistance with obtaining your visa (you must pay the visa related costs)
- Advice on jobs, housing and transport
- Program Handbook providing tips on working and travelling around the US
- 24/7 help line on a toll-free number whilst in the US

Travelex Visa Cash Passport Card

International calling card

Medical and baggage insurance cover for the duration of your stay

GST

If you purchase a specially discounted airfare from our travel provider you will also receive:

- Free International Student Identity Card (ISIC) or International Youth Travellers Card (IYTC) if eligible, which entitles you to discounts on entertainment and travel while you are overseas
- Free password protected 'Web wallet' which allows you to keep track of your budget and itinerary and store important information like credit card and passport numbers, etc.

Not Included in the Program

Round trip transportation to the US, passport and visa fees, SEVIS fee, all items of a personal nature including expenses for entertainment, meals, transportation to and from your employment, housing, insurance for trip cancellation or trip interruption.

Eligibility Criteria

Applicants must meet all eligibility criteria as set down by CIEE and Student Exchange Australia New Zealand Ltd. In general these include:

1. **INT USA** - open to full time students over 18 years of age who are currently enrolled at Polytechnic University/TAFE or who have graduated within the past 12 months.
2. **PCT USA** - open to young professionals between 20 - 40 years of age who are recent graduates with at least 1 year related work experience or who have 5 years of related practical work experience.
3. **WAT USA x 4** - be between 18 and 30 years of age and be registered as a full time student on a course of study of at least 2 years duration at a Polytechnic University/TAFE.
4. **WAT USA x 12** - be over 18 years of age and a full time student at a Polytechnic University/TAFE who has completed at least their first year of studies or who has graduated from such an institution within the past 12 months.

Applicants must familiarise themselves with all the relevant eligibility criteria as outlined on our web site or in our printed materials.

Employment

All applicants are responsible for sourcing and securing their own placements. Student Exchange Australia New Zealand Ltd will provide advice and assistance but the final decision on whether to accept an offer of employment is yours alone.

Proof of Funds

INT USA & PCT USA applicants who are paid less than US\$750 per month whilst on the program must submit at the time of application, proof that they will have access to at least that amount to cover day-to-day living expenses and other costs not included in the program.

Terms & Conditions Work & Travel USA

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Passport

All applicants must have a current passport with a minimum validity of six months after the anticipated return date.

Inoculations

All applicants must ensure they meet the health requirements of the US government. You should consult your GP or local health authority for the latest requirements in the US.

Insurance

WAT x 12 applicants are provided with comprehensive insurance. All other applicants are provided with personal accident and medical coverage, as well as travel and public liability insurance while participating in the program. You should review the policy to ensure the cover is adequate for your purposes as some exclusions or special conditions may apply. Policy details will be provided before departure.

Payment Schedule

1. A \$250 deposit is required when you submit your application.
2. You will be invoiced for the balance of the program fee and compulsory insurance when you are accepted on to the program.

Cancellation Policy

Cancellations will only be accepted in writing and will be effective at the date received by Student Exchange Australia New Zealand Ltd. Refunds will be made according to the following schedule:

1. If your application does not meet our eligibility criteria you will be refunded in full.
2. If you withdraw from the program:
 - Prior to being issued with your DS2019 form you will be refunded in full less \$A250.
 - After being issued with your DS2019 form you will be refunded in full less \$A550.
3. If you fail to enter the USA by your scheduled departure date there will be no refund.

Responsibility

Student Exchange Australia New Zealand Ltd, its subsidiaries and representatives act only as customers to the various companies, owners, or providers of other services. All tickets, coupons, and orders are provided to you subject to any and all terms under which such services are issued by the relevant provider. Your acceptance of such tickets, coupons and orders shall be deemed to be your consent to the additional condition that Student Exchange Australia New Zealand Ltd, its subsidiaries and representatives shall not in any way be liable for any injury, damage, loss, delay or irregularity however caused or arising, and whether out of any defect in any vehicle, or as a consequence of the default of any company, owner or supplier of transportation, accommodation or other service.

Law of the Contract

This Contract is governed in all respects by the law of the State of New South Wales and any legal action arising under the Contract shall be litigated only in the appropriate Court having jurisdiction in that State.

Deposit

A \$250 deposit has been paid or is enclosed

Please indicate your payment method by ticking the relevant box below

1. Cheque or Money Order

Cheque or Money Order enclosed

2. Direct Deposit

Direct Deposit

Please quote invoice number and name. You must pay the exact amount on the invoice plus any remittance costs incurred.

AUSTRALIA

Bank Westpac Banking Corporation
Address of branch 10 Park Street, Mona Vale NSW
Account Name Student Exchange Australia New Zealand Ltd
Account BSB: 032 196 Account: 299 564

NEW ZEALAND

Bank Westpac New Zealand Limited
Address of branch 79 Queens St, Auckland Central, Auckland
Account Name Student Exchange Australia New Zealand Ltd
Account BSB: 03 0252 Account: 0815935 025

3. Credit Card

Paid Online Date of Payment

Payment can be made by Visa or Mastercard by visiting the Student Exchange Australia New Zealand website <http://workandtravelusa.com.au/programs/online-payments> or by completing the form below:

Card Holder's Name

Card Number

Exp Date

CV

Card Holder Signature

Dated

Signature of Applicant

I have read, understood and accept the above terms and conditions.

Signed by Applicant

Date

If you have any queries please contact one of our program staff on 1300 135 331 (Australia) or 0800 440 079 (New Zealand)



INTERNSHIP USA/PROFESSIONAL CAREER TRAINING USA APPLICATION FOR PROGRAM EXTENSION

Applicant First Name:

Applicant Last Name:

Dear Applicant,

Thank you for your interest in extending your training with your U.S. Host Organization. We are delighted that you are considering extending your program with CIEE.

Your application for a program extension will be processed by your CIEE International Representative, not by CIEE in the United States. Please be sure to send your completed application to your CIEE International Representative.

To complete your application for a program extension, your CIEE representative will need to receive the following:

- **APPLICATION FOR PROGRAM EXTENSION**, along with supporting documents as listed in the checklist below
- **DS-7002 TRAINING/INTERNSHIP PLACEMENT PLAN – EXTENSION APPLICATION VERSION**, to be completed by your Host Organization

You should apply for a program extension at least six weeks before your original training end date. Applying too close to your end date could mean that your application is not approved in time and you will need to return home. Speak to your CIEE representative to find out about required processing times for your application.

Before you complete this application, please remember that extensions are intended to give you the opportunity to gain new and different skills from your current training. You and your Host Organization should discuss what those new skills will be and be prepared to share that information with CIEE.

Once you have submitted your application, CIEE will review your information and the new DS-7002. We will contact your Host Organization with any additional questions and then inform you of our decision. Any questions or concerns you may have during this process should be directed to the CIEE International Representative in your home country.

We look forward to receiving your application. In the meantime, we wish you the best of success with your training and your overall experience here in the U.S.

Sincerely,

Marjorie A. Stockford
Director
J-1 Professional Exchange Programs



INTERNSHIP USA/PROFESSIONAL CAREER TRAINING USA
APPLICATION FOR PROGRAM EXTENSION

Applicant First Name:

Applicant Last Name:

APPLICATION CHECKLIST (Application is not complete without each of the following)

- Copy of current DS-2019 Form
- Copy of J-1 Visa
- Copy of valid passport
- Application for Program Extension (page 3-6 of this document)
- Academic Endorsement for Extension (current students only – see page 6 of this document)
- Applicant Declaration for Extension of Program (see page 6 of this document)
- Fee Disclosure Form
- New DS-7002 Training/Internship Placement Plan – Extension Version (to be completed through the CIEE Exchange Programs Online portal)



INTERNSHIP USA/PROFESSIONAL CAREER TRAINING USA APPLICATION FOR PROGRAM EXTENSION

Applicant First Name:

Applicant Last Name:

PROGRAM/APPLICANT INFORMATION

Last Name:

Middle Name:

First Name:

Which program are you participating in?: Internship USA Professional Career Training USA

Passport Expiration Date (mm/dd/yyyy):

Passport Number:

DS-2019 Number:

APPLICANT SECTION

Original DS-2019 Start Date (mm/dd/yyyy):

Original DS-2019 End Date (mm/dd/yyyy):

Extension DS-2019 Start Date (mm/dd/yyyy):

Must be the day following the original program DS-2019 end date as listed above.

Extension DS-2019 End Date (mm/dd/yyyy):

Date of Return to Home Country (mm/dd/yyyy):

Must be no more than 30 days after Extension DS-2019 end date as listed above.

ACADEMIC ENDORSEMENT AND PROOF OF STUDENT STATUS (For current students ONLY)

This section must be completed by an Academic Advisor, Placement Officer, Counselor, or Department Head from your academic institution. If your academic institution will not sign the form, you must attach a signed letter on the academic institution's letterhead verifying the same information.

Note to Academic Representative: Please complete in English and do not use abbreviations.

Name:

Title:

Telephone:

Email:

Name of Academic Institution:

Website:

I certify that _____ may extend his/her Internship program for an additional _____ months.

His/her academic coursework will resume on _____ (mm/dd/yyyy).

Signature:

Academic emblem or seal:

*If the Intern has graduated since the original program start, please attach a copy of the diploma.



INTERNSHIP USA/PROFESSIONAL CAREER TRAINING USA APPLICATION FOR PROGRAM EXTENSION

Applicant First Name: _____

Applicant Last Name: _____

FEE DISCLOSURE (fees that will be collected by the CIEE International Representative, CIEE or the U.S. Government)

Fee	Amount (Please specify currency: _____)	Inclusions																																										
Program fee	<table border="0"> <tr> <td>Internship USA</td> <td>Professional Career Training USA</td> </tr> <tr> <td>1 month: _____</td> <td>1 month: _____</td> </tr> <tr> <td>2 months: _____</td> <td>2 months: _____</td> </tr> <tr> <td>3 months: _____</td> <td>3 months: _____</td> </tr> <tr> <td>4 months: _____</td> <td>4 months: _____</td> </tr> <tr> <td>5 months: _____</td> <td>5 months: _____</td> </tr> <tr> <td>6 months: _____</td> <td>6 months: _____</td> </tr> <tr> <td>7 months: _____</td> <td>7 months: _____</td> </tr> <tr> <td>8 months: _____</td> <td>8 months: _____</td> </tr> <tr> <td>9 months: _____</td> <td>9 months: _____</td> </tr> <tr> <td>10 months: _____</td> <td>10 months: _____</td> </tr> <tr> <td>11 months: _____</td> <td>11 months: _____</td> </tr> <tr> <td>12 months: _____</td> <td>12 months: _____</td> </tr> <tr> <td>13 months: _____</td> <td>13 months: _____</td> </tr> <tr> <td>14 months: _____</td> <td>14 months: _____</td> </tr> <tr> <td></td> <td>15 months: _____</td> </tr> <tr> <td></td> <td>16 months: _____</td> </tr> <tr> <td></td> <td>17 months: _____</td> </tr> <tr> <td></td> <td>18 months: _____</td> </tr> <tr> <td></td> <td>19 months: _____</td> </tr> <tr> <td></td> <td>20 months: _____</td> </tr> </table>	Internship USA	Professional Career Training USA	1 month: _____	1 month: _____	2 months: _____	2 months: _____	3 months: _____	3 months: _____	4 months: _____	4 months: _____	5 months: _____	5 months: _____	6 months: _____	6 months: _____	7 months: _____	7 months: _____	8 months: _____	8 months: _____	9 months: _____	9 months: _____	10 months: _____	10 months: _____	11 months: _____	11 months: _____	12 months: _____	12 months: _____	13 months: _____	13 months: _____	14 months: _____	14 months: _____		15 months: _____		16 months: _____		17 months: _____		18 months: _____		19 months: _____		20 months: _____	<ul style="list-style-type: none"> - Application fee - Agent support pre-departure - U.S. Sponsor support - Orientation - Insurance Plan (for policy details visit www.ciee.org/insurance) - Screening for program - Administrative costs
Internship USA	Professional Career Training USA																																											
1 month: _____	1 month: _____																																											
2 months: _____	2 months: _____																																											
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SEVIS fee		- U.S. government administrative cost																																										
Visa interview fee		- U.S. government administrative cost																																										
Promotion		- Discount																																										
Placement fee		- All costs related to finding a placement																																										
Expedite fee		- Expedited forms and/or application review																																										
Other services																																												
Total fees (excluding airfare, housing, & transportation)																																												
Flight (estimated cost)		- Round-trip airfare (this is the typical cost – actual price will depend on destination and dates selected)																																										
Housing fee		- This is the typical cost – actual price will depend on location																																										
Transportation fee		- This is the typical cost – actual price will depend on location																																										



INTERNSHIP USA/PROFESSIONAL CAREER TRAINING USA APPLICATION FOR PROGRAM EXTENSION

Applicant First Name:

Applicant Last Name:

FEE DISCLOSURE (Continued)

Cancellation and refund policy:

Other program costs and pricing notes:

PARTICIPANT FEE AGREEMENT

I verify that I was provided with a copy of the CIEE Internship USA & Professional Career Training USA application, which includes the full terms and conditions for the program. I confirm that I have reviewed the complete pricing information in this document and fully understood the costs of the program before I paid a non-refundable deposit. I understand that stipends might not cover the entirety of program and living expenses and that I should have access to additional personal funds.

Except as specifically modified herein, the terms of the CIEE Internship USA & Professional Career Training USA application I previously signed remain in full force and effect.

Name Printed:

Signature:

Date (MM/DD/YYYY):



INTERNSHIP USA/PROFESSIONAL CAREER TRAINING USA
APPLICATION FOR PROGRAM EXTENSION

Applicant First Name:

Applicant Last Name:

1. What have you learned from this training experience so far both, professionally and culturally?

2. What new skills do you hope to obtain during the extension period that you did not develop during the original training period?

3. What new cultural experiences do you hope to have during the extension period?

APPLICANT DECLARATION FOR EXTENSION OF PROGRAM

I certify that additional time is necessary in order to fully maximize my professional training in the U.S. I understand that all of the declarations and statements that I made on my original application continue to be in effect during the extension phase of my Internship/Training program.

Signature of Applicant:

Date:

Printed name