

## Thank you for ordering our DS-2019 / J1 information!

Although we update regularly all information upon this topic you also should visit the official website of the Embassy/Consulate of your jurisdiction.

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Persons from **GERMANY** should visit:

**www.usembassy.de**

Alle Antragsteller von J-Visa müssen ihre Antragsunterlagen persönlich beim US-Konsulat einreichen! Unabhängig vom Wohnsitz kann man zum US-Konsulat in Berlin, Frankfurt oder München gehen.

**Berlin:** Clayallee 170, 14195 Berlin.

**Frankfurt:** Giessener Str. 30, 60435 Frankfurt am Main.

**München:** Königinstr. 5, 80539 München.

Bitte vereinbaren Sie rechtzeitig (einige Wochen vorher) einen **Termin für ein Visa-Interview** mit der konsularischen Abteilung:

**Tel.: 0900 1 - 85 00 55, zwischen 7:00 - 20:00 Uhr, Montag - Freitag (EUR 1,86/min).**

Servicenummer für Antragsteller ausserhalb Deutschlands und für Anrufer, die 0900 Nummern nicht erreichen können:

Tel. 0049 – 9131 –772-2270 (EUR 15,- pro Anruf, Zahlung erfolgt per Kreditkarte, MasterCard und VISA werden akzeptiert, zwischen 7:00 – 20:00 Uhr, Montag – Freitag):

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**Persons from other countries** should visit the corresponding websites of the US embassy/consulate within their jurisdiction to see WHERE and HOW to apply the J1 visa.  
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The following information are useful and designed for persons **who arranged an internship in the USA by themselves** and now require the DS-2019 form in order to apply for the necessary J1 visa.

The DS-2019 form could be ordered at InterSwop

- by filling the attached DS-2019 order form
- and send it with Euro 60,- order fee in cash to:

InterSwop Auslandsaufenthalte Sprach- und Bildungsreisen GmbH  
-DS-2019 Section-  
Osterstrasse 42  
D-20259 Hamburg, Germany

OR

- by applying online on [www.ds2019form.de](http://www.ds2019form.de)
- and pay the order fee of Euro 60,- online by PayPal

If you do not have arranged an internship in the USA or the internship was cancelled in the meantime, you also can book an internship placement package at InterSwop, inclusive the organisation of a suitable internship, all visa arrangements, flight, accommodation, assistance on location, optional language course etc. Please find all information about this programme on our website <http://www.interswop.de>

## ***Important J-1 Training/Internship Program Information***

Dear Visa Sponsorship Applicant,

Thank you for your application for INTERSWOP'S J-1 Program Sponsorship. The information in this manual is to help you understand the J-1 Training/Internship Program and the U.S. Department of State requirements and regulations governing it. Please read it carefully and keep a printed copy with you for reference. As a U.S. Department of State-designated sponsor of J-1 Trainees/Interns, our US partners are required to evaluate your application to determine if you and your U.S. Host Organization (company) qualify for the program, and whether the Training/Internship position offered to you complies with all applicable guidelines and regulations. If your application is approved, INTERSWOP'S PARTNER will be your sponsor throughout your Training/Internship period and will assist you with any J-1 Program-related questions and concerns.

Should you have any question about the J-1 Program or INTERSWOP'S PARTNER Sponsorship, please check the Frequently Asked Questions (<http://www.ds2019form.de>) on our website or contact us anytime.

Best Wishes,  
Your INTERSWOP Team

### **The Purpose of the J-1 Visa Program**

The purpose of the J-1 Training/Internship Program is to provide international participants with opportunities for professional development, insight into American know-how in the field of training/internship, and a greater understanding of American society and culture. J-1 Trainees/Interns are expected to share the cross-cultural and professional knowledge they have gained in the U.S. upon return to their home country at the end of the training/internship program. The J-1 Program is also intended to allow Americans to learn about the culture and expertise of the participant's home country.

**Please note: Intent to use the J-1 Program to immigrate into the U.S. and/or to fill the position of a regular staff member is prohibited.**

## **Applicant Requirements for the J-1 Training/Internship Program**

The following definitions for “Intern” and “Trainee” apply:

**Intern:** A foreign national who (1) is currently enrolled in and pursuing studies at a degree-or certificate-granting post-secondary academic institution or (2) graduated from such an institution no more than 12 months prior to the 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 PROGRAM DURATION: 12 MONTHS**

**Trainee:** 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 PROGRAM DURATION: 18 MONTHS**

### **To be eligible for INTERSWOP’S Sponsorship on the J-1 Training/Internship Program, Applicants must...**

- 1) Be offered training/internship in one of the following subject fields: Information Media and Communications, Management, Business, Commerce, Finance, the Sciences, Engineering, Architecture, Mathematics, Industrial Occupations, Public Administration or Law. For more information about the types of training/internships that INTERSWOP’S PARTNER sponsors on the J-1 Program please visit our website (<http://www.ds2019form.de>).
- 2) Know English well enough to perform successfully in the proposed training/internship position.
- 3) Plan to leave the U.S. within 30 days after completion of your training/internship.
- 4) Contact INTERSWOP’S PARTNER if you plan to train/intern at a restaurant, casino, or hotel as additional application requirements apply.
- 5) Applicants who have previously participated in a traineeship may be eligible to participate in additional training and internship programs under the following conditions:
  - a) Additional training and internship programs must address the development of more advanced skills or a different field of expertise
  - b) Interns may participate in additional internship programs as long as they maintain student status or begin a new internship program within 12 months of graduation from their academic institution.
  - c) Trainees may participate in additional training programs after a period of at least two years residency outside the U.S. following their initial training program.
  - d) Participants who have successfully completed internship programs and no longer meet the selection criteria for internship programs may participate in a training program after a two-year residency outside the U.S. following their internship program.

**Your Host Organization must...**

- 1) Provide you with a full-time (minimum 32 hours per week) structured training/internship program and "Training/Internship Placement Plan," 'TIPP' DS-7002 form, that must be approved by INTERSWOP'S PARTNER and be suitable to your qualifications and background. (You are required to submit the TIPP DS-7002 to the US consulate or embassy with your DS-2019 form at the time of your in-person visa interview.)
- 2) Ensure that you engage in training/internship and do not perform "work" that a part-time or full-time staff member of the organization would otherwise be responsible for. As a J-1 Trainee/Intern you are not allowed to make final decisions about, or carry the full responsibility for, major tasks, assignments or projects. However, you may provide assistance in such matters since on-the-job participation is encouraged as an important learning tool.
- 3) Ensure that less than 20 percent of the participant's total activities at the Host Organization will involve clerical work and/or be in the "Unskilled Occupations" listed below. If the training/internship is to take place at a hotel, casino, or restaurant, please contact INTERSWOP'S PARTNER for more information as additional requirements apply.

**Applying for INTERSWOP'S Sponsorship for the J-1 Training/Internship Program**

- 1) After you have completed and submitted the INTERSWOP'S online registration <http://www.ds2019form.de>, INTERSWOP'S PARTNER will send the prospective supervisor and applicant all application materials to complete and return to INTERSWOP'S PARTNER.
- 2) If your complete application is received and accepted by INTERSWOP'S PARTNER, they will issue and send to you the Certificate of Eligibility (DS-2019 form) along with visa application forms and important orientation materials. These materials will be delivered to you by an international courier if your mailing address is outside the U.S. or Canada.

The average processing time at INTERSWOP is 4-6 weeks. However, the entire application process may take longer, depending on how quickly the applicant and Host Organization provide INTERSWOP'S PARTNER with all necessary materials and information.

**Letter of Reference**

The letter of reference should be written in English and should be from a previous employer, or a professor or other college-level instructor. The recommender (person writing the letter of reference) must sign and date the recommendation and provide his/her contact information. He or she must indicate how and when he/she knew you in a professional or academic setting, and provide information on your academic or professional performance, as well as any comments recommending you for future opportunities.

**Resume**

Your resume must 1) include your full name as it appears on your passport and your permanent home country address, phone number (if applicable), and e-mail address, and 2) provide the name of any university you may have attended, as well as your major field of study and the dates you attended. If you are still at university, please provide your expected graduation date. Your resume must also provide your recent work history (if any) by listing each job description you have held in the last 5 years in chronological order. Please provide a brief (1-3 sentence) summary of your primary responsibilities for each job/activity. If the professional position at which you gained experience related to your proposed Training Program is not recent, please provide detailed information on this position at the end of your work history. Each reference to your education or work history must provide complete start and end dates (day, month, year) as well as the location (city and state or country) of the university or company.

## Meeting the Insurance Requirement of the J Visa Program

Before sponsorship for the J-1 Training/Internship Visa can be approved, applicants and their dependents (spouse and/or unmarried children under the age of 21) must purchase, or show evidence of, adequate health insurance coverage for the entire duration of the training/internship program.

At the time of this publication, the Department of State requires that the health insurance plan of each J-1 Trainee/Intern and each dependent on the J-2 Visa provides, at a minimum, the following benefits:

1. A minimum of \$10,000 U.S. dollars in case of medical evacuation.
  2. A minimum of \$7,500 U.S. dollars in case of repatriation of remains.
  3. A minimum of the following amounts of health insurance coverage:  
EITHER  
\$50,000 U.S. dollars of regular and customary medical expenses per accident or sickness  
OR  
75% of regular and customary medical expenses per accident or sickness
  4. A maximum deductible of \$500 U.S. dollars per accident or sickness.
  5. EITHER
    - a. Be underwritten by an insurance corporation with one of the following ratings:
      - a. an A.M. Best rating of "A-" or above
      - b. an Insurance Solvency International Ltd. (ISI) rating of "A-i" or above
      - c. a Standard & Poor's Claims-paying Ability rating of "A-" or above
      - d. a Weiss Research Inc. rating of "B+" or above
      - e. a corresponding rating from the United States Information Agency
- OR
- Be backed by the full faith and credit of the government of your home country
- OR
- Be offered through or underwritten by a federally qualified Health Maintenance Organization (HMO) or eligible Competitive Medical Plan (CMP), as determined by the Health Care Financing Administration of the U.S. Department of Health and Human Services.

Furthermore, the insurance company itself must meet certain standards specified in the Exchange Visitor Regulations <http://exchanges.state.gov/education/jexchanges/about/22CFR62.pdf> (see 22 CFR Part 62.14).

### Can I buy insurance through INTERSWOP'S PARTNER?

Yes, if you need general health insurance coverage, you can purchase health insurance through INTERSWOP'S PARTNER's insurance partner for \$35 U.S. dollars per month, which meets or exceeds the minimum coverage requirements for J-1 Trainees/Interns.

It offers the following benefits (among others):

- up to \$100,000 U.S. dollars in case of an accident or sickness
- up to \$7,500 U.S. dollars in case of repatriation of remains
- up to \$50,000 U.S. dollars in case of medical evacuation
- \$100 U.S. dollars deductible per accident or sickness

INTERSWOP'S PARTNER recommend you purchase insurance not only for the duration of your training/internship, but also for the time you spend in the U.S. before your training begins as well as for the 30-day grace period that you may spend in the U.S. after the conclusion of your program.

## INTERSWOP'S PARTNER Sponsorship Services

### 1. Application Assistance

INTERSWOP'S PARTNER provides:

- Information about the J-1 Training/Internship program and U.S. Department of State regulations governing this program
- Assistance in development and completion of all application materials
- Coordination of Host Organization and Applicant interviews
- INTERSWOP'S PARTNER management evaluation of the eligibility of the Trainee/Intern and the Host Organization Training/Internship
- A visa sponsorship decision based on the information obtained by INTERSWOP'S PARTNER

\*Please note that there is no guarantee that any application will be approved for INTERSWOP'S PARTNER Visa Sponsorship.

### 2. Assistance Throughout Training/Internship Program

If INTERSWOP'S PARTNER approves the application for Visa Sponsorship, our sponsorship service includes:

- Information on interviewing for and applying for the J-1 Training/Internship visa at a U.S. Embassy or Consulate
- Information on U.S. Department of State requirements to stay "In Status" throughout the Training/Internship Program
  - Validating the participant's record with SEVIS after start of Training/Internship
  - Travel signatures required to re-enter the U.S. if the participant travels
  - Midpoint and Final evaluations for the participant and Host Organization Supervisor
  - Assistance with any problems or questions relating to individual participants' programs
- Assistance with a second J-1 Training/Internship visa application if the Applicant is denied and the Host Organization supports a second application (additional fees may apply if a new DS 2019 form is required to re-apply)

Please be aware that INTERSWOP'S PARTNER policy is to not review Training/Internship Placement Plan (T/IPP) drafts, provide feedback on any application documents, or make visa sponsorship decision until we have received payment.

If INTERSWOP'S PARTNER does not approve an application for visa sponsorship, a portion of the application fee is refunded. The amount of the refund depends on how much of our services we have already provided on the application. Please review INTERSWOP'S PARTNER's fee and refund policy further below.

## Applying for the J-1 Visa and Making Travel Plans

- 1) Submit the DS-2019 Form along with your other application materials to the U.S. Embassy or Consulate <http://usembassy.state.gov> with jurisdiction over your place of permanent residence.
- 2) We strongly suggest you keep your travel plans flexible while your visa application is being processed (e.g. by choosing a flight that allows you to change dates or obtain a refund in case of trip cancellation). Both INTERSWOP'S PARTNER and the U.S. embassy or consulate provide no guarantee that the J-1 Visa will be issued to you, and the processing time may take a few weeks or more in some countries. If your visa application should take longer than expected or be rejected, it will save you time and money if you have not finalized your travel arrangements.
- 3) Once you obtain your J-1 Visa, you may then travel to the U.S. to begin your training/internship! INTERSWOP'S PARTNER will be available to respond to any questions, concerns, or problems you may have in connection with your program.



## Bringing your Spouse or Children to the U.S. on the J-2 Visa

Your spouse and/or children should be able to obtain the J-2 Visa to accompany you to the U.S. or join you later. Each dependent (spouse and/or unmarried child under the age of 21) wishing to enter the U.S. together with you must apply for INTERSWOP'S sponsorship on the J-2 Visa... You must pay a \$4400 U.S. dollar fee for the first dependent and \$250 U.S. dollar fee for each additional dependent to INTERSWOP'S PARTNER at the same time you are submitting to INTERSWOP'S PARTNER your application for INTERSWOP'S sponsorship on the J-1 Visa. If a dependent wishes to join you in the U.S. later, they need to apply for INTERSWOP'S sponsorship separately and pay INTERSWOP'S PARTNER an application fee of \$400 U.S. dollars for the first dependent and \$250 U.S. dollars for each additional dependent. Please contact us about discounts for families with small children.

INTERSWOP'S sponsored dependents on the J-2 Visa may not work in the U.S. on J-2 status. If employment is desired, the appropriate work authorization will be required! Look at: [http://www.travel.state.gov/visa/temp/types/types\\_1267.html#10](http://www.travel.state.gov/visa/temp/types/types_1267.html#10). Therefore, you and your dependents must bring sufficient funds to cover all living expenses in the U.S., pay for round-trip air travel, and purchase adequate health insurance, both for yourself and your spouse and/or children.

Please note that securing sponsorship for a J-1 or J-2 Visa does not guarantee that you or your dependents will actually be granted the J-1 or J-2 Visa by a U.S. embassy or consulate.

## The Two-Year Foreign Residence Requirement

Holders of a J Visa may be subject to the two-year foreign residence requirement of Section 212(e) of the Immigration and Nationality Act for reasons including but not limited to one or more of the following:

- They receive funding from the United States Government, their own government, or an international organization in connection with their participation in the Exchange Visitor Program;
- The education, training/internship, or skill they are pursuing in the U.S. appears on the Exchange Visitor Skills List [http://exchanges.state.gov/education/jexchanges/participation/skills\\_list.pdf](http://exchanges.state.gov/education/jexchanges/participation/skills_list.pdf) for their country; or
- They acquire J-1 status for the purpose of receiving graduate medical education or training

A person subject to the two-year foreign residence requirement may not be eligible to apply for other visa categories. If you are subject to the two-year foreign residency requirement, you may apply for a non-immigrant visa at a U.S. consulate in your home country or in a third country. You must check with the appropriate government or legal authorities for current and accurate information.

Exchange visitors who are subject to, but do not wish to comply with, the two-year home country residence requirement, may be able to apply for a waiver of that requirement under any one of the five eligible grounds provided by the United States immigration law. You must check with the appropriate government or legal authorities for current and accurate information.

For more information about the two-year foreign residency requirement and applications for waivers, please visit the following links of the United States Information Agency:

**General information on the requirement:**

[http://dosfan.lib.uic.edu/usia/GC/gc\\_docs/J\\_Exchange/J\\_Regulations/jexvp44.htm](http://dosfan.lib.uic.edu/usia/GC/gc_docs/J_Exchange/J_Regulations/jexvp44.htm)

**Information about applying for a waiver:**

[http://travel.state.gov/visa/temp/info/info\\_1296.html](http://travel.state.gov/visa/temp/info/info_1296.html)

## Traveling Outside the U.S.

If you plan to take a trip outside the U.S. during your J-1 Training/Internship program, you first need to secure permission for the trip from your Host Organization and obtain a travel permission signature from INTERSWOP'S PARTNER'S Responsible Officer or Alternate Responsible Officer on your DS-2019 Form. You will not be able to return to the U.S. on the J-1 Visa without this signature, which certifies that you are in good standing on the J-1 Program.

When you send your DS-2019 Form to INTERSWOP'S PARTNER, you must include a pre-paid self-addressed return envelope as well as a brief cover letter in which you provide specific dates, destinations, and brief reasons for your trip.

Please keep in mind that J-1 Trainees/Interns may not travel outside the US for more than 30 days aggregate during their period of training/internship. So plan your travel arrangements accordingly.

## Observing the "Grace Period"

After you have successfully completed your J-1 program, you are permitted by the United States Citizenship and Immigration Services (USCIS) to remain in the U.S. for another 30 days. During this 30-day period, which is often referred to as the "Grace Period," you are under the jurisdiction of the USCIS and no longer entitled to train or intern at an organization. The USCIS grants this period to allow you to settle your affairs and to prepare your return to your home country. You may neither continue nor complete your program, nor work during this 30-day period. Although you may travel inside the United States, we recommended that you do not travel beyond the borders of the U.S. as you will not be permitted re-entry on your expired J-1 Training/Internship visa. For your own safety we also suggest you purchase health insurance for this period either independently or through INTERSWOP'S PARTNER at approximately \$35 U.S.

## Extending your Training/Internship Program

If your original training program lasts less than the maximum duration period (18 months for trainees and 12 months for interns) and if your Host Organization supports your request for additional training/internship, it may be possible to extend your program up to the maximum duration. Whether training or interning, you must currently be "in status" on your J-1 Visa and INTERSWOP'S PARTNER must receive all necessary documentation and application forms at least 30 days prior to the program end date indicated on the Training/Internship Placement Plan 'TIPP' and contracts. If an application is received less than 30 days prior to the program end date and INTERSWOP'S PARTNER decides to consider the request, a US\$200 nonrefundable late fee must be paid to INTERSWOP'S PARTNER in addition to the extension application fee. Please see INTERSWOP'S PARTNER fee and refund policy for details see further below. To request an extension of training/internship, please contact us, so we can send the necessary application materials to you and your host organization.

If your spouse and/or children are with you in the U.S. on the J-2 Visa, they may request an extension of their stay at the time you submit your application to INTERSWOP'S PARTNER. If the extensions are approved by INTERSWOP'S PARTNER, your dependents may remain with you for the period you are allowed to stay in the U.S.

Travel outside the U.S. is restricted during your program extension, unless you obtain a new J-1 Visa that is valid for the appropriate dates and duration. You must contact the United States Citizenship and Immigration Services (USCIS) to check whether your travel plans comply with current laws, and regulations.

Please note that there is never a guarantee that INTERSWOP'S PARTNER will accept any application for training/internship extension. If INTERSWOP'S PARTNER denies an application, the denial is final and INTERSWOP'S PARTNER is not required to provide explanations.

We strongly suggest you and your prospective U.S. host organization make a realistic estimate of how much time will be necessary to complete all aspects of the training/internship program in advance of submitting the initial program proposal to INTERSWOP'S PARTNER.



## **J-1 Trainee/Intern Responsibilities\***

As a INTERSWOP'S PARTNER-sponsored participant on the J-1 Visa Program, you are required by U.S. Department of State regulations to...

### **1) Communicate with INTERSWOP'S PARTNER:**

#### **a. Contact Information**

Upon arrival to the U.S., you must immediately check in with INTERSWOP'S PARTNER and provide your current U.S. home address, phone number, and e-mail address. Should any part of your or your supervisor's contact information change during the course of your program, you must update us with the new contact information.

#### **b. Evaluation**

You must submit to INTERSWOP'S PARTNER written evaluations of your program at the mid-point and at the end of your training/internship (on forms provided by INTERSWOP'S PARTNER). However, INTERSWOP'S PARTNER is interested in hearing about your training/internship experience at any time. By staying in touch with INTERSWOP'S PARTNER and providing them with detailed feedback about your program in your mid-point and final evaluations, you enable INTERSWOP'S PARTNER to help ensure a meaningful experience for you, your Host Organization, and future participants. If INTERSWOP'S PARTNER does not receive the written evaluations from you, you will be in violation of the conditions of your visa and considered "out of status."

#### **c. Changes in Training/Internship Program**

You must inform and seek prior approval from INTERSWOP'S PARTNER if your training/internship program is expected or planned to deviate from the original "Training/Internship Placement Plan."

#### **d. Problems**

Promptly inform INTERSWOP'S PARTNER if any problems arise at the Host Organization that affect you or are connected with you in any way. One of our most important roles is to act as your advisor and liaison between you and your Host Organization. When informed early, INTERSWOP'S PARTNER has been able to resolve most problems and misunderstandings.

#### **e. Training/Internship Status**

You must inform INTERSWOP'S PARTNER immediately if...

- You cannot begin your training/internship program for any reason.
- You intend to leave or complete your training/internship program before the end date of your original program.
- You intend to continue your training/internship at a different Host Organization or Host Organization branch.
- Your Host Organization has terminated or intends to terminate your participation in the training/internship program for any reason.

### **2) Not accept any outside Employment**

As a J-1 Trainee/Intern you are strictly prohibited from accepting any employment in the U.S outside your training/internship program and/or performing any work in the U.S. If you are found to engage in unauthorized employment and/or work, you are in violation of federal regulations, subject to immediate termination from the J-1 Visa Program, and may face deportation and/or other penalties through the USCIS.

**3) Follow the Host Organization's Training/Internship Program:**

You are expected to...

- a. Arrive at the Host Organization on the specified start date of your training/internship program. Please inform INTERSWOP'S PARTNER and your Host Organization of any delays.
- b. Complete the program as outlined in the "Training/Internship Placement Plan" to the best of your abilities.
- c. Conscientiously perform the tasks given to you by your supervisor or other Host Organization personnel.
- d. Observe the instructions given to you by the Host Organization and its representatives.
- e. Observe all rules and regulations of the Host Organization.
- f. Treat all Host Organization equipment (tools, machines, systems as well as other facilities, materials, and products) with care.
- g.

**4) Understand the J-1 Visa**

You must understand that the J-1 Visa is a temporary non-immigrant visa, and that you are required to leave the U.S. within thirty days of the last day of your training/internship program (unless a change in your visa status alters this requirement). Please review the US Department of State regulations governing the J-1 Visa Program for trainees (<http://exchanges.state.gov/education/jexchanges/about/22CFR62.pdf>) (The section dealing specifically with the Trainee category can be found under Subpart B, Sec. 62.22).

\*This list is not intended to replace the agreements in the "INTERSWOP'S PARTNER Trainee/Intern Contract." Always consult your Contract and INTERSWOP'S PARTNER for explanations about any terms of the training/internship program.

**INTERSWOP'S PARTNER Obligations**

**As a U.S. Department of State-designated sponsor of trainees and interns on the J-1 Program, INTERSWOP'S PARTNER is required to...**

- Check whether the Host Organization's training/internship program matches the education and experience of the participant and fulfills U.S. Department of State requirements
- Provide contracts between the Trainee/Intern, the Host Organization, and INTERSWOP'S PARTNER
- Thoroughly screen and interview the participant to ensure s/he has sufficient English language skills and background in the field of the training/internship
- Conduct a site visit of Host Organizations that have not previously participated successfully in INTERSWOP'S PARTNER's training and internship programs and that have fewer than 25 employees or less than three million dollars in annual revenue.
- Provide the participant with important information about the J-1 Visa and life in the U.S.
- Monitor the training/internship from start to finish
- Ensure that the participant has adequate health insurance for his or her stay in the U.S.
- Provide the participant with a 24-hour emergency phone number

## Unskilled Occupations

Training/Internship positions can be considered for the J-1 Training/Internship Program only if less than 20 percent of the participant's total activities at the Host Organization are in the unskilled occupations listed below.

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- |  |   |
|--|---|
| (1) Assemblers   | (24) Helpers, any industry                      |
| (2) Attendants, Parking Lot  | (25) Hotel Cleaners                             |
| (3) Attendants (Service Workers such as Personal Services Attendants, Amusement and Recreation Service Attendants) | (26) Household Domestic Service Workers         |
| (4) Automobile Service Station Attendants  | (27) Housekeepers                               |
| (5) Bartenders   | (28) Janitors                                   |
| (6) Bookkeepers  | (29) Key Punch Operators                        |
| (7) Caretakers   | (30) Kitchen Workers                            |
| (8) Cashiers   | (31) Laborers, Common                           |
| (9) Charworkers and Cleaners   | (32) Laborers, Farm                             |
| (10) Chauffeurs and Taxicab Drivers  | (33) Laborers, Mine                             |
| (11) Cleaners, Hotel and Motel   | (34) Loopers and Toppers                        |
| (12) Clerks, General   | (35) Material Handlers                          |
| (13) Clerks, Hotel   | (36) Nurses' Aides and Orderlies                |
| (14) Clerks and Checkers, Grocery Stores   | (37) Packers, Markers, Bottlers and Related     |
| (15) Clerk Typist  | (38) Porters                                    |
| (16) Cooks, Short Order  | (39) Receptionists                              |
| (17) Counter and Fountain Workers  | (40) Sailors and Deck Hands                     |
| (18) Dining Room Attendants  | (41) Sales Clerks, General                      |
| (19) Electric Truck Operators  | (42) Sewing Machine Operators and Handstitchers |
| (20) Elevator Operators  | (43) Stock Room and Warehouse Workers           |
| (21) Floor workers   | (44) Streetcar and Bus Conductors               |
| (22) Groundskeepers  | (45) Telephone Operators                        |
| (23) Guards  | (46) Truck Drivers and Tractor Drivers          |
| (49) Yard Workers  | (47) Typist, Lesser Skilled                     |
|  | (48) Ushers, Recreation and Amusement           |

Once again, please check the Frequently Asked Questions on our website

(<http://www.ds2019form.de>) or

contact us at [info@interswop.com](mailto:info@interswop.com)

or call us at ++49-40-410 80 28

anytime if you have further questions.

**And remember to learn a lot and enjoy your Program!**

**Your Interswop Team!**

last update 19.12.2011

## INTERSWOP'S PARTNER Fees for Training/Internship Program

- All payments must be made immediately upon submitting an application or request to INTERSWOP'S PARTNER.
- INTERSWOP'S PARTNER accept payment by credit card, wire transfer, or international check or money order. Checks must be drawn against a U.S. bank account or against a U.S. bank affiliate in U.S. Dollars made payable to INTERSWOP'S PARTNER.
- In some cases, a fax copy of a check or money order will be accepted as preliminary proof of payment if expedited service is requested.

Service	Fee
<p><b>Self-placed:</b> INTERSWOP'S PARTNER sponsorship for self-placed trainee/internship position in the U.S. on the J-1 Visa Program.</p> <p>0-6 Month Program: 7-12 Month Program: 13-18 Month Program:</p>	<p>650 U.S. Dollars 790 U.S. Dollars 990 U.S. Dollars</p>
<p><b>Health Insurance:</b> Health insurance coverage on the INTERSWOP'S PARTNER group policy, which meets or exceeds U.S. Department of State insurance requirements for J-1 Trainees/Interns.</p>	<p>35 U.S. Dollars per person and per month of coverage</p>
<p><b>J-2 Sponsorship:</b> INTERSWOP'S PARTNER sponsorship for the J-2 Visa for each dependent wishing to enter the U.S. to join a current INTERSWOP'S PARTNER-sponsored J-1 Trainee. Please contact us about discounts for families with small children.</p>	<p>400 U.S. Dollars for the first dependent  (250 U.S. Dollars per additional J-2)</p>
<p><b>Extension:</b> INTERSWOP'S PARTNER sponsorship for extension of a trainee/internship position on the J-1 Visa Program (up to a maximum program duration of 12 months for interns and 18 months for trainees).</p>	<p>1-3 months extension: US\$ 350 4-6 months extension: US\$ 450 7-12 months extension: US\$ 550</p>
<p><b>Transfer:</b> Review of an extension or transfer application for a trainee/internship position on the J-1 Visa Program if the required application materials are first received by INTERSWOP'S PARTNER less than 30 days prior to the program end date indicated on the INTERSWOP'S PARTNER training plan and contracts.</p>	<p>550 U.S. Dollars</p>
<p><b>DS2019 Re-issue:</b> Issuance of a new DS-2019 Form to replace a lost or stolen DS-2019 Form (includes regular first class postage; express mail delivery must be paid separately)</p>	<p>70 U.S. Dollars</p>
<p><b>Site Visit:</b> INTERSWOP'S PARTNER is required to perform a one-time site visit at each new host organization (company) that has not yet hosted a INTERSWOP'S PARTNER trainee/intern, and has fewer than 25 employees or less than \$3 million annual revenue.</p>	<p>200 U.S. Dollars</p>

last update 19.12.2011

## II) INTERSWOP'S PARTNER REFUNDS

INTERSWOP'S PARTNER makes refund payments only to those parties that paid a fee to INTERSWOP'S PARTNER directly, unless otherwise agreed upon by INTERSWOP'S PARTNER, the payer(s), and the applicant(s). If several parties paid a fee to INTERSWOP'S PARTNER directly and a full or partial refund of that payment is due (see below), each party receives a share of the total refund amount that is proportional to the party's relative contribution to the payment of the given fee. If a refund by wire transfer is requested, INTERSWOP'S PARTNER will subtract US\$50 of the refund payment to cover expenses incurred through the transaction.

If INTERSWOP'S PARTNER has received full payment of the application fee for sponsorship on the J-1 Visa Program or for extended sponsorship on the J-1 Visa Program, INTERSWOP'S PARTNER will refund according to the policies listed below. In order for INTERSWOP'S PARTNER to issue a refund, Partner Organization must complete and return the **INTERSWOP'S PARTNER Cancellation Confirmation Form**. INTERSWOP'S PARTNER reserves the right to refund the Applicant/Participant directly where deemed appropriate.

### Visa Denials by Embassy or Consulate:

- Refund of full application fee less \$300 if the following conditions are met: 1) INTERSWOP'S PARTNER has approved sponsorship for the Applicant; 2) the Applicant is denied the J-1 Visa by a U.S. consulate or embassy with jurisdiction over the Applicant's place of permanent residence; 3) the Applicant has not violated U.S. law and/or visa regulations; 4) INTERSWOP'S PARTNER receives the original DS-2019 Form that was issued to the Applicant; 5) the refund request is received no more than 6 months after the scheduled beginning of the J-1 training/internship program.

### Cancellations of Application by CICD or Applicant:

- Refund of full application fee less \$50 if the application is withdrawn or rejected before INTERSWOP'S PARTNER has received any materials in its support or discussed specifics of the application with any involved party.
- Refund of full application fee less \$300 if the application is withdrawn or rejected after INTERSWOP'S PARTNER has provided written feedback about any submitted application materials.
- If the Applicant cancels his/her J-1 Program at any time for any reason after arriving in the USA, no refund shall be provided.

\*Any money transfer fees (such as credit card, bank wiring and bank check fees) shall be deducted from the refund amount.