



## J-1 Training and Internship Program Application Instruction

Dear WISE applicant:

Thank you for choosing the WISE Foundation as your visa sponsor for your J-1 Training or Internship program.

The goal of this program is to provide you with the opportunity to increase your understanding of the American culture and society while enhancing your skills and expertise through structured and guided work-based training. Through this training you will increase your knowledge in American techniques, methodologies, and gain expertise in your field of endeavor.

As your visa sponsor, the WISE Foundation will:

- Be available to you & your host organizations to assist as facilitators, counselors and information resources throughout a participant's entire time in the U.S.
- Ensure that the host organization follows all aspects of the formal J-1 training plan including department rotations, duration within departments, will work to meet all goals & objectives outlined in the training plan and to the best of their ability help you learn the knowledge, skills and techniques as outlined in the formal training plan.
- Confirm that you will have continuous on-site supervision while training and that your mentoring will be provided by an experienced and knowledgeable staff member.
- Ensure that you are given sufficient opportunities to increase your understanding of American culture and society so that you may return to your home countries and share your experiences with your countrymen.

<b>Program Eligibility</b>	
<p>WISE's programs are open to participants who meet the following criteria:</p> <ul style="list-style-type: none"> <li>● Be at least 18 years of age</li> <li>● Possess proficient English skills to functions on a day-to-day basis in their training environment</li> <li>● Have been outside the U.S. for a minimum of 90 days prior to the desired program start date. ( This rule does not apply to individuals who have entered the U.S. under the visa category B-1 or B-2 tourist visa)</li> <li>● All individuals must apply for their visa through a U.S. Consulate outside the United States</li> <li>● Be in good health and physically able to perform the J-1 program as outlined in the official DS-7002 Training Plan.</li> </ul>	
<p><i>In addition to the above criteria, potential participants must also meet the following specific requirements regarding the type of J-1 program they are applying for:</i></p>	
<u>Internship Applicants must:</u>	<u>Training Program Applicants must:</u>
<p>a) Currently be enrolled full time and pursuing studies in their chosen career field at a degree- or certificate-granting post-secondary academic institution outside the U.S.</p> <p>OR b) Have graduated from such an institution within 12 months of the start of the internship program.</p>	<p>a) Have either a degree or professional certificate from a foreign post-secondary academic institution and at least one year of prior related work experience in their occupational field acquired outside the U.S</p> <p>OR b) five years of work experience in their occupational field acquired outside the U.S.</p>



**If you meet these criteria, please thoroughly complete the WISE application.**

Once complete, you can submit your application by emailing it to: [internship@wisefoundation.com](mailto:internship@wisefoundation.com).

To evaluate and process your application quickly and efficiently, please note that:

- If you do not include all the required parts of your application when originally submitting your documents to WISE, it will delay consideration of your application.
- You may use your computer to type your information directly on to the application, but in order for your application to be complete – you must print and sign the required pages before submitting it to WISE.
- The application’s Medical Statement page (if applicable) and the Verification of Student Status page must be printed & completed by your doctor or your school respectively and include signatures and stamps from the issuing offices.

<b>The Application Process</b>
<ul style="list-style-type: none"> <li>● The entire application process normally takes 4 to 6 weeks. This does not include the time it takes for you to secure an appointment at the embassy and your visa to be issued. Please note that booking appointments at the U.S. consulate may take a month or longer.</li> </ul>
<ul style="list-style-type: none"> <li>● The WISE Foundation does not offer an expedited application process. We recommend that you submit your application to WISE at least 2 months prior to the anticipated start date of your program.</li> </ul>
<ul style="list-style-type: none"> <li>● After WISE has reviewed and approved your application, WISE will work with your host site to develop and complete the required DS-7002 Training / Internship Placement Plan. When this plan is approved by WISE and your host site, we will email it to you for your review and signature.</li> </ul>
<ul style="list-style-type: none"> <li>● Once your training plan has been approved by all parties, the WISE Foundation will be able to issue your DS-2019 form (Certificate of Eligibility). You will need your DS-2019 form in order to schedule your appointment at the U.S. Embassy. Citizens of Canada will not need to visit the embassy to be approved for their visa. This will all be done when crossing the border to start your program.</li> </ul>
<ul style="list-style-type: none"> <li>● After you receive your acceptance packet including your DS-2019 form &amp; other relevant documents from WISE, you may follow the instruction sheet enclosed with your documents to pay your SEVIS fees (if applicable) and move forward with booking your appointment with the U.S. consulate closest to your permanent home. It will be during this appointment that you will apply for your J-1 visa stamp.</li> </ul>
<ul style="list-style-type: none"> <li>● The choice of the WISE Foundation to sponsor your program does not guarantee that the U.S. consulate will approve your visa application. Approval of your visa is completely at the discretion of the U.S. consulate.</li> </ul>
<ul style="list-style-type: none"> <li>● After you have received your J-1 visa stamp from the consulate, you may make arrangements for your flight to the U.S. J-1 program start dates have a tendency to change, so purchasing a ticket prior to visa confirmation may result in additional fees to you, if travel arrangements must be revised.</li> </ul>
<ul style="list-style-type: none"> <li>● Included in your acceptance packet will be your WISE Foundation Participant Manual to guide you through the preparation of your trip to the U.S. and throughout your training program. WISE is available to you throughout your program to offer support and advise you in order for you to have a successful program.</li> </ul>



Program Costs				
Please use the below chart to calculate Program Fees owed to WISE:				
PROGRAM FEES				
Length of Program	<input type="text"/>	6 months or less	\$700.00	\$_____ (A)
	<input type="text"/>	7 – 18 months	\$900.00	
Please Note: Maximum Length of an Internship is 12 months. Maximum Length of a Hospitality Training Programs is 12 months.				

HEALTH INSURANCE (mandatory)	
<ul style="list-style-type: none"> <li>For the protection of all J-1 participants, mandatory health insurance must be in place while in the U.S. To ensure that all participants have insurance that meets the U.S. Department of States regulations purchasing insurance through WISE is required.</li> </ul>	
Number of months of training program: _____ x \$40.00 per month	\$_____ (B)

ADDITIONAL HEALTH INSURANCE FOR TRAVEL GRACE PERIOD			
<ul style="list-style-type: none"> <li>The U.S. Department of State allows all J-1 participants a 30 day grace periods after their program is over to travel &amp; experience U.S. culture. To participant in this grace period, however – you must purchase an additional month of health insurance</li> </ul>			
YES – I plan to stay in the US for 30 days after my program is over	<input type="checkbox"/>	+ \$40	\$_____ (C)

OPTIONAL MEDICAL COVERAGE FOR OPERATING A PASSENGER VEHICLE	
<ul style="list-style-type: none"> <li>The standard insurance provided through WISE excludes injuries that are a result of the insured participant DRIVING a car. If you expect to drive a passenger car while in the U.S., WISE suggests that you purchase this optional coverage that extends your medical coverage to you as the driver of a legally operated passenger vehicle.</li> <li>If you decide to purchase the optional medical coverage outlined above – you must purchase it for your entire stay in the U.S.</li> </ul>	
# of months of training program (plus 30 day grace period – if applicable): _____ x \$5.00 per month	\$_____ (D) (optional)

<b>Total Fees Owed To Wise</b> (Adding the amounts from fields A, B, C & D with provide you with the total fees owed to WISE)	\$_____
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### Payment Instructions

Payment is required in advance of processing your application. No official documents, including your DS-2019 form will be issued until full payment of your program fee & insurance premiums are collected.

- Your payment can be made by wire transfer, by a check denominated in U.S. dollars and drawn on a U.S. bank or by credit card.
- Please note that payments by wire transfer or checks normally take 7 to 10 business days to be processed. If you are worried about the speed that your application is processed, paying by a credit card is your fastest method.
- If your host site is paying for your program fees, please make note of this on the Payment Checklist portion of your Application

**BY WIRE TRANSFER:** *Please transfer your entire amount due in U.S. Dollars* to the following account: Bank: Regions Bank City: Dyersburg State: Tennessee Account Name: The Foundation for Worldwide International Student Exchange Transit Routing: 062 0056 90 Account: 350 135 6437 Bank Swift Code: UPNBUS44

- To ensure your payment is properly credited, please include your first & last name and host site in the transmitted information associated with your transfer. If this information is not included, it will delay the processing of your application
- WISE is not responsible for any transaction fees charged by the banks. Please pay these fees for both the sending and receiving bank at the time of your transaction to avoid delaying the processing of your application
- Do not send money by Western Union.
- Be sure to include a copy of your wire transfer receipt with your application, so that your payment can be properly applied to your application.

**BY CHECK:** Please make all checks drawn on a U.S. bank and in U.S. funds payable to The WISE Foundation. Please send all payments made by check directly to: The WISE Foundation, 205 N. Church Street, Suite 2, Dyersburg, TN 38025, USA

- To ensure your payment is properly credited, please include your first & last name and host site on your check. If this information is not included, it will delay the processing of your application

**BY CREDIT CARD:** To pay by credit card, please complete the attached WISE Credit Card Authorization Form

- Please include your credit card authorization form with your application when submitting it to WISE
- In order for your credit card to be successfully processed you must include a billing address, the \$50.00 processing fee. The cardholder must sign the authorization form on the line entitled "signature".

### WISE Refund Policy

- If a participant cancels their application prior to the issuance of the DS-2019 form, all Program & Insurance Fees will be refunded MINUS a \$100.00 processing fee.
- If program participation is canceled after the DS-2019 form has been issued, all Program & Insurance Fees will be refunded MINUS a \$300.00 processing fee
- If the U.S. Department of State, Department of Homeland Security or Customs and Border Control denies a participant entry to the U.S. all Program & Insurance Fees will be refunded MINUS a \$300.00 processing fee
- All applicable bank fees and courier fees will be deducted from all refunded amounts listed above
- If a participant withdraws from their program after arriving in the U.S., no Program Fee refund will be issued. Please see below information detailing collecting refunds on insurance premiums.



### WISE Refund Policy (continued)

#### INSURANCE PREMIUM REFUND POLICY

- To ensure a full refund of insurance fees, you must inform WISE of your cancellation PRIOR to the state date listed on your DS-2019 form. Otherwise, we will refund your insurance fees less any premiums that may have already been applied.
- Participants withdrawing after arriving in the U.S. are not eligible for a refund on Program Fees, but insurance premiums that have not been applied will be refunded normally within 4 to 6 weeks provided that:
  - 1) A written request detailing the refund is submitted to WISE within 30 days of the last day of training.
  - 1) There is a minimum of 6 months of unused insurance premiums to be refunded.
  - 2) Within 90 days of hearing from WISE confirming that we received your refund request, you must complete the Refund Questionnaire that will be provided to you from WISE.
  - 3) Within 30 days of your last day of training, you must return to WISE via courier or certified mail, your original DS-2019 form
- If the above steps are not completed, no refund will be issued
- Refunds are typically processed within 4-6 weeks after the participant has returned to their home country, completed their Refund Questionnaire, returned their DS-2019 form and provided all relevant bank information to WISE

#### Official Document Reissue Policy

- LOST & DAMAGED DS-2019 FORMS – If a new DS-2019 form must be issued due to a lost or damaged form a \$100 reissuance fees plus courier costs will be charged
- INACCURATE, ILLEGIBLE OR CHANGED INFORMATION – If a new DS-2019 form must be issued due to information being inaccurate, illegible or needing to be changed a \$100 reissuance fees plus courier costs will be charged. PLEASE NOTE under these circumstances that your original DS-2019 form must be returned to WISE prior to a new DS-2019 form being generated.



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 www.WiseFoundation.com

<b>WISE TRAINING PLACEMENT SERVICES CREDIT CARD AUTHORIZATION DEBIT</b>	
PARTICIPANT'S NAME:	
CREDIT CARD TYPE:	Please Circle: Mastercard VISA
CREDIT CARD NUMBER:	
EXPIRATION DATE:	
CARD HOLDER NAME: CARD HOLDER ADDRESS:	
WISE FEES:	
PROCESSING FEE:	\$50.00
TOTAL AMOUNT CHARGED	
CURRENCY:	US Dollars

**I hereby authorize WISE Student Travel Services to charge the above amount to my credit card.**

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

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<b>WISE STUDENT TRAVEL SERVICE (TO BE COMPLETED BY WISE – USA)</b>			
APPROVED:      ( <input type="checkbox"/> ) YES      ( <input type="checkbox"/> ) NO		BY: _____	
AUTHORIZATION #:		DATE: _____	
Reference #:			
<b>Students ADB#</b>	<b>Program Amt</b>	<b>Ins Amt / No. Mo</b>	<b>Auto Amount</b>
<b>SEVIS Amt</b>	<b>Agent Amt</b>	<b>Invoiced Agent:</b>	<b>Invoice number:</b>