



## Training Program Application – Instructions and Costs

### Program Eligibility and Application Instructions

Dear WISE applicant:

Thank you for choosing WISE as your visa sponsor for the J-1 Training Program. Our program is open to participants who meet the following criteria at a minimum:

#### **WISE Training Applicants must:**

- Have a degree or professional certificate from a foreign post-secondary institution plus 1 year of experience or 5 years of relevant experience outside the U.S.
- Be at least 18 years of age.
- Have proficient English skills to perform in both social and training activities. The goal to improve English in the course of the program is not a basis for which a trainee will be selected to participate.
- Demonstrate a career focus through educational emphasis and focus and/or progressive professional experience in the area for which an applicant is applying for training.
- Be outside the United States for a minimum of 90 days prior to the desired start date. This rule does not apply to individuals who have entered the U.S. under visa category B-1 or B-2 tourist visas. No other exceptions will be made. All individuals must apply for their visa through a U.S. Consulate outside the United States.
- Be in good health to perform the program outlined.

#### **The application process:**

To evaluate and process your application quickly and efficiently, please complete the application along with all required documents listed in the application checklist.

You may type into the form, but must print and sign the form in order for your application to be complete. Some fields within the application, including signature fields and all fields of the Medical Statement (page 8), must be printed and completed by hand. The Medical Statement (page 8) must be completed by a medical professional in English.

If you do not include all of the required parts of the application, it will delay consideration of your application. After we have reviewed and provisionally accepted 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 send it to you by email for your signature. At this point we are able to issue the DS-2019 form (Certificate of Eligibility). The length of time for this process to be completed after we receive your application is 4-6 weeks.

After you receive your acceptance packet including your DS-2019 form and other relevant documentation, you may book your appointment with the consulate in order to apply for your J-1 visa stamp. Please note that booking appointments at the consulate may take a month or longer. Be sure to calculate enough time to allow for processing time in our office and at the consulate. After you have received the J-1 visa stamp from the consulate, you may make arrangements for your flight to the U.S.

Included in your acceptance packet you will receive a complete participant manual to guide you through the preparations for your trip to the United States and throughout your internship program. WISE is available to you throughout your program to support and advise you in order for you to have a successful program.

### Program Costs

Program Fees	6 months or less	\$600	
	7-18 months	\$800	\$ _____
Insurance Fees	Number of months of training: _____ X \$36 per month		\$ _____
<i>(Optional) include an additional \$36 for medical insurance during the 30 day grace period following your program.</i>			<b>(Optional) \$36</b>
<i>(Optional) include an additional \$5 per month for optional motor vehicle insurance. Please see description on page 5 of the application</i>		<i>(Optional) Number of months of program X \$5 per month Remember to add \$5 if you are purchasing an additional month of medical insurance (above)</i>	(Optional) \$ _____
<b>Total program fee:</b>			<b>\$ _____</b>

## Refund Policy

\$100 of the program fee is non-refundable. If participation is canceled after the Certificate of Eligibility for Exchange Visitor Status, "DS-2019" form has been issued, a refund of program fees minus a \$300 cancellation fee will be made. If the U.S. consul or Department of Homeland Security or Customs and Border Control deny an applicant entry to the U.S., a refund of program fees minus a \$300 cancellation fee will be made. All applicable bank fees and courier fees will be deducted from the amount refunded.

To ensure a full refund of insurance fees, you must inform WISE of your cancellation prior to the start date listed on your DS-2019 form. Otherwise, we will refund your insurance fees less any premium that may have already been applied. Participants withdrawing after arrival to the U.S. will receive no refund of program fees; however, insurance premiums that have not been applied will be refunded within 4-6 weeks provided that:

- 1) Within 30 days from the last day of your participation on your internship inform WISE in writing of your request of refund.
- 2) There is a minimum of 6 months of unused insurance premium to be refunded.
- 3) Within 90 days of receipt of the confirmation of your refund request from WISE, you complete and return a questionnaire to correctly process your refund.
- 4) You must return your original DS-2019 form within 30 days of your withdrawal by courier or certified mail.

If these steps are not followed, no refund will be issued. Refunds are typically processed within 4-6 weeks of receipt of required details. In order to receive the refund, the DS-2019 must be returned to our office. Refunds typically take 4-6 weeks after the participant has returned to their home country, returned the DS -2019 form, and provided all relevant bank information to WISE.

## Reissue Policy

Lost DS-2019 forms or forms that must be reissued to correct inaccurate, illegible, or changed information will incur a \$100 reissue charge. Reissues (other than for lost forms) are not provided without return of the original DS-2019 form to WISE. In certain circumstances, additional courier fees may apply.

## Payment Instructions

**Payment is required in advance of processing your application for the Certificate of Eligibility for Exchange Visitor Status, or DS-2019 form.**

Payment can be made by wire transfer, by check denominated in a \$U.S. and drawn on a U.S. bank, and by credit card. If you are worried about the speed of processing of the application, pay by credit card as it is the fastest method. To insure your payment is properly credited, please include the host-site name and your last name, first name. If this information is not included, it will delay processing of your application. Be sure to include a copy of the receipt with your application. If the host site is paying for you, please make a note on the Payment Checklist.

**WIRE TRANSFER** WISE is not responsible for 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 delayed processing of your application. Do not send money by Western Union. Make sure your name and host site name is included in the transmitted information to help ensure your account is properly credited.

**Please wire funds 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

**BY CHECK** Please make checks payable to WISE Foundation and enclose with your application. WISE does not accept Euro Checks due to high collection fees at U.S. Banks. Please send your check, drawn on a U.S. bank and in U.S. funds with the trainee's name, directly to: WISE Foundation, 205 N. Church St., Suite 2, Dyersburg, TN 38025

**BY CREDIT CARD** Please download the WISE Credit Card Authorization Debit form here: <http://wise.wisefoundation.com/files/Training%20Internship%20CREDCAR.pdf>, and include it with your application. Remember to include the processing fee in your total and to sign the agreement at the bottom of the form.

<b>Application Checklist</b>
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*Required Application Information and Attachments:*

Complete application pages 1-10, printed and signed	
A clear photocopy of the main page of your passport	
A current CV/Resume	
A copy of the offer letter from the host site signed by you and the host site representative	
A police background check if your program will involve a significant contact with minors. WISE will request this if necessary.	
Confirmation of payment (see payment information section)	

<b>Other Application Steps</b>
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I have made a copy of the application for my records.	
I have sent the application by fax. (optional) Fax 770 579 0219 or as a second choice 731 287 9949.	
I have sent the original application by mail or courier to WISE, 1853 Piedmont Road, Suite 200, Marietta, Georgia 30066, USA	
I understand that the normal processing time for the DS-2019 (Certificate of Eligibility) is 4-6 weeks.	
I understand that the email address that is provided on page 1 should be checked regularly during the application process.	

<b>Payment Checklist</b>
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*Please specify your payment details by checking the appropriate box:*

**Wire transfer:** I have included **my name** and the name of **the host site** and WISE Foundation in the form of the payment. I have enclosed the bank receipt.

Name of Bank:		Date:	
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**Money Order or Cashier's Check:** Drawn on a U.S. Bank sent with the original application.

**Credit card:** The credit card form is completed and signed, and included with this application (only if paying by credit card) The credit card form can be downloaded from the WISE website here:  
<http://wise.wisefoundation.com/files/Training%20Internship%20CREDCAR.pdf>

**The host site:** The host site will pay the fees or a portion of the fees. I have included the contact information for the person who has communicated this to me below.

	Name of contact at site:		Telephone:
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