



J-1 TRAINING AND INTERNSHIP PROGRAM APPLICATION INSTRUCTIONS

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 in your career field including American techniques & methodologies through structured and guided work-based training.

AS YOUR VISA SPONSOR THE WISE FOUNDATION WILL:

- Be available to you & your host organizations to assist as facilitators, counselors and information resources throughout your entire time in the U.S.
- Ensure that your host organization follows all aspects of the formal J-1 training plan including department rotations and duration within departments. WISE will ensure that your host site works to meet all goals & objectives outlined in your training plan and to the best of their ability helps you learn the knowledge, skills and techniques as outlined in your 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 country and share your experiences with your countrymen.

PROGRAM ELIGIBILITY

WISE's J-1 programs are open to participants who meet the following criteria:

- Are at least 18 years of age
- Have proficient English skills to function on a day-to-day basis in their training environment as well as possess comprehensive English terminology of their field
- 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)
- Have been offered a J-1 internship or training program in a field directly related to their academic field of study or experience.
- Understand that the purpose of their program is not to serve as a work program but a cultural exchange opportunity for J-1 participants & the employees of the host companies.
- Are in good health and physically able to perform the program tasks as outlined in the official DS-7002 Training Plan.
- If applying for a 2nd J-1 program, the participant will be learning new or more advanced skills in their new program than those learned in their prior J-1 program

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:

<u>Internship Applicants:</u>	<u>Training Program Applicants:</u>
a) Are currently enrolled full time and pursuing studies in their chosen career field at a degree- or certificate-granting college, university or other post-secondary academic institution outside the U.S. Have finished at least one year of their degree program & completed sufficient academic coursework in their academic field before their program start date in order to be sufficiently prepared for their internship. OR b) Have graduated from a degree- or certificate-granting college or post-secondary academic institution outside the U.S. within 12 months of the start of the internship program.	a) Have either a degree or professional certificate from a foreign tertiary level academic institution and have at least one year of related work experience in their occupational field acquired outside the U.S. OR b) Have five years of work experience in their occupational field acquired outside the U.S.

WISE TRAINING AND INTERNSHIP PROGRAM APPLICATION which can be downloaded at:

<http://wise.wisefoundation.com/wordpress/wp-content/uploads/2020/03/2020-APPLICATION.pdf>

- 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 U.S. Consulate or the U.S. Consulate's processing time. Please note that booking appointments at the U.S. consulate may take a month or longer, so please complete & submit your application accordingly.
 - This timeframe is subjective to how quickly you and your host site respond to WISE's request for information. Any delay in receiving requested information may cause your application processing time to exceed the 6 week timeframe.
- 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.

PAGE #1

- Indicate at the top of page 1 if you are applying for an internship or training program. Please see the criteria on page 1 of this document to determine which category you are applying for.
- Please make sure that you have completed EACH field on page 1 of the application.

Of special note:

- If you have more than one nationality ONLY LIST on your application the one whose passport you will use when traveling to the U.S. ALSO be sure to submit the passport copy that matches your application answer when submitting your documents to WISE.
- Please also CAREFULLY review the details about your LEGAL PERMANENT RESIDENCE. IF you had to obtain a visa to live in this country, chances are it is NOT your country of Permanent Legal Residency. The key word in this phrase is PERMANENT.
- Make sure that you are listing the CITY of birth, NOT the province or state or region where you were born.

PAGE #2

- Please make sure that you have completed EACH field on page 2 of your application.

Of special note:

- In the FAMILY IN THE UNITED STATES section of your application, you must list any immediate family that you have living in the U.S.
- There is space for 2 contacts on the actual application. If you have more than 2 family members living in the U.S. please include a separate sheet when submitting your application that outlines these individual's contact information.
- In the HOST SITE INFORMATION section of your application, you will list all the vital information on the location where you will be training, PLUS contact information for your representative at this location.
- You will also need to include the date that you plan to start your J-1 program. Please remember that program start dates sometimes change. Purchasing a plane ticket prior to visa confirmation from the U.S. Consulate may result in additional fees to you, if travel arrangements must be revised.

PAGE #3

- Please make sure that you have answered ALL 6 questions with clear and complete answers. If you do not provide enough information, we will request you to re-write your answers. Read the guidelines about the essays at the top of page 3 of the application form.

Of special note:

- The answer to question 6 is **NOT your host site**. If you are not clear about the answer to question 6, please carefully read page 1 of these instructions where you can find the correct answer to the question

PAGE #4

- Add your name at the top of the page and CAREFULLY read each of the items in the Training and Internship Program Agreement.

PAGE #5

- Page 5 is a continuation of the Training and Internship Program Agreement. Please continue to CAREFULLY read each item listed on page 5.
- PRINT AND SIGN your name at the bottom of the page indicating that you have read and understand all the information on page 4 & 5 of your application.
- If you have any questions about these items, please contact WISE before completing this page.

PAGE #6

- The top portion of page 6 of your application discusses the LIABILITY AGREEMENT between you and WISE.
- By signing this portion of the application you indicate that you understand and agree to the terms of the LIABILITY AGREEMENT.
- The bottom portion of page 6 outlines and discusses optional MEDICAL INSURANCE COVERAGE available to you if you will be OPERATING a car while you are in the U.S or participating in NON-MOTORIZED WINTER SPORTS.
- Regardless if you decided to purchase either of these additional Medical Coverage or not, you must check “accept” OR “decline” based on your choice for the medical coverage.
- If you accept the coverage for when you are OPERATING A CAR on this page you will also need to pay an additional \$5 for each month of insurance.
- If you accept the NON-MOTORIZED WINTER SPORTS coverage on this page you will also need to pay an additional \$20 for each month of insurance.
- You must print and sign your name in ALL THREE locations on page 6 even if you are declining the optional coverage.

PAGE #7

- Page 7 of your application outlines the terms and conditions surrounding your identifiable health information. This page gives WISE the authorization to disclose your medical history to specific entities should you be unable to do so due to medical restrictions while in the U.S.
- You will need to read all the information on page 7 and then print & sign your name at the bottom of the page indicating that you have read all the information and agree to the terms.

PAGE #8

- The VERIFICATION OF STUDENT STATUS portion of your application needs to be printed and completed by a representative from your academic institution (if applicable).
- If you have already graduated, a copy of your certificate or diploma may be substituted for this form. Please note that this certificate or diploma must be in English and must include the specific date of graduation.
- Don't forget to verify that your school representative has signed at the bottom of the form AND included your academic institutions stamp or seal. This form will not be accepted if the signature and seal are not present.

PAGE #9

- The MEDICAL STATEMENT (page 9) needs to be printed and taken to a health care provider for completion.
- Please note that the statement must be completed in English.
- Don't forget to verify that your doctor has signed at the bottom of the form AND included his/her stamp or seal. This form will not be accepted if the signature and seal are not present.

PAGE #10

- If your internship/training program was arranged through one of WISE's partner organization, or partner universities, The INTERVIEW FORM portion of your application needs to be printed and completed by a representative from this organization.
- If you were self or directly placed, please leave this page BLANK and a representative from WISE will complete it when they perform your internet based interview.
- If this form will be completed by a representative of WISE, you will be contacted AFTER your application has been submitted and screened to arrange a time to conduct this interview.

PAGE #11

- The REFERENCE FORM (page 11) needs to be printed and completed by a current or former employee or a school representative.
- The individual completing this form must have known you for at least 6 months.
 - This form must be completed in English
 - The form will be rejected if it is completed by a friend or relative
 - Current letters of recommendation (less than 1 year old) from a school or employer may be used in substitution of this form. These letters must be written in English, printed on letterhead & signed by individual writing the letter.

PAGE #12

- In order for your application to be considered complete and ready for screening, you need to include a copy of your CV/RESUME, a copy of your PASSPORT & your OFFER LETTER from the host site where you will be training with your application.
- You will need to verify that your documents meet all the criteria as outlined on page 12 of your application.
- In order to determine the fees you will owe to WISE, please use the Program Cost Breakdown matrix available on page 12 of your application

Of special note:

- **Purchasing the Medical Insurance offered by WISE is mandatory. By not including the fees for these premiums, your application process could be delayed.**
- If you are purchasing an extra month of insurance to cover your 30 day grace period at the end of your program AND you are requesting either or both of the optional medical coverage, you need to pay for the optional medical coverage for EVERY month you have insurance.

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 & mandatory 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. This form can be found on the last page of this instruction packet.

◦ 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 \$55.00 processing fee. The cardholder must sign the authorization form on the line entitled “signature”.

SUBMITTING YOUR APPLICATION TO WISE

Once complete, send your application by emailing it to: internship@wisefoundation.com

Important:

- Incomplete applications increase how long it takes to process your visa. Include all pages of the application, a copy of your CV, a copy of your passport and your offer letter from your host site when submitting 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 your application to WISE. Electronic signatures are not accepted.
- The application’s Medical Statement page, Reference Form and the Verification of Student Status page must be printed & completed by your doctor and a school representative respectively and include signatures and stamps from the issuing offices.

WHAT’S NEXT:

THE APPLICATION PROCESS

• **APPLICATION SCREENING** - Once your application is received a representative from WISE will review the documents and verify that both you and your host site meet the necessary requirements outlined by the U.S. Department of State to participate in the J-1 program.

◦ This process can take up to 2 weeks to complete.

• **WELCOME EMAIL** - Once your application screening process is complete – you will receive a welcome email from WISE outlining the application process in more detail.

• **INTERNET BASED INTERVIEW** - If an online interview is needed to complete your screening process, WISE will contact you to schedule this interview.

• **PRE-ARRIVAL ORIENTATION** - Shortly after receiving your Welcome Email you will be contacted by WISE to complete an online pre-arrival orientation. This presentation is part of the process WISE uses to help you prepare to have a positive experience while participating in your J-1 program.

◦ Reviewing this presentation and completing the questions is required before the screening process can move to the next step.

• **TRAINING PLAN GENERATION** - The next step involves WISE working with your host site to develop and generate your required DS-7002 Training Plan.

◦ This training plan will outline the various department rotations you will complete during your J-1 program, the skills that you will learn while participating in each of these rotations, as well as the goals that your host site hopes for you to meet while participating in your program.

● **TRAINING PLAN APPROVAL** - When your training plan is generated by WISE and approved by your host site, we will email it to you for your review and signature.

● **DS-2019 FORM ISSUED** - 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. You will not be able to make this appointment before you receive your DS-2019 form from WISE.

● The entire application process *normally* takes 4 to 6 weeks.

● This timeframe is determined in part on how quickly you and your host site respond to WISE's request for information. Any delay in receiving requested information may cause your application processing time to exceed the 6 week timeframe.

● 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 several weeks or longer, so please complete & submit your application accordingly.

● **ACCEPTANCE PACKET SHIPPED** – Once your DS-2019 form is issued, WISE will ship your J-1 program Acceptance Packet to you.

● Your acceptance packet will include your DS-2019 form, your participant manual, an executed copy of your Training Plan and insurance information (if applicable)

● **PARTICIPANT MANUAL REVIEW** - Included in your acceptance packet will be your WISE Foundation Participant Manual. This manual is to guide you through the preparation of your trip to the U.S. and throughout your training program. It is required that you review this manual thoroughly.

PREPARING FOR YOUR CONSULATE APPOINTMENT

● **PAY YOUR SEVIS FEES** - After you receive from WISE your acceptance packet, you may follow the instruction sheet enclosed with your documents or the instructions outlined in your participant manual to **PAY YOUR SEVIS FEES**

◦ The I-901 SEVIS Fee is a fee mandated by the U.S. Government that is charged to support the automated system that keeps track of exchange visitors and ensures that they maintain their status while in the United States.

◦ This fee will be paid directly to the U.S. Government.

● **COMPLETE YOUR DS-160 NONIMMIGRANT VISA APPLICATION** – In order to make an appointment at the U.S. Consulate, you must first follow the directions in your participant manual to complete a DS-160 – **ONLINE NONIMMIGRANT VISA APPLICATION**.

◦ The electronically submitted DS-160 form allows the Consulate Officer, who will be interviewing you, to process your visa application and helps determine your eligibility for a nonimmigrant visa.

● **MAKE YOUR INTERVIEW APPOINTMENT AT THE CONSULATE** – After you have completed your DS-160 application, you will need to visit the U.S. Embassy or Consulate website where you will be interviewing to schedule your appointment.

◦ Please note that booking appointments at the U.S. consulate may take several weeks or longer.

◦ Note to Citizens of Canada – you will not need to visit the embassy to be approved for your visa. This will be done when crossing the border at the start of your program. **This applies only if you are entering the U.S. directly from Canada.**

● **PAY YOUR VISA APPLICATION PROCESSING FEE** – After you have made your online appointment at the Consulate, you will be prompted to pay your **VISA APPLICATION PROCESSING FEE**.

◦ This fee will be paid directly to the U.S. Government.

● **CONDUCT VISA APPLICATION INTERVIEW** – Please note that 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.

● **ARRANGE TRAVEL ARRANGEMENTS** - After you have received your J-1 visa 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.

REFUND POLICY

WISE Program Fees Refund Policy:

- If you need to cancel your application prior to the issuance of the DS-2019 form, all Program & Insurance Fees will be refunded MINUS a \$150.00 processing fee.
- If program participation is canceled after the DS-2019 form has been issued, all Program & Insurance Fees will be refunded MINUS a \$400.00 processing fee.
- If the U.S. Department of State, Department of Homeland Security or Customs and Border Control denies your entry to the U.S., all Program & Insurance Fees will be refunded MINUS a \$400.00 processing fee.
- All applicable bank fees and courier fees will be deducted from all refunded amounts listed above.
- If you withdraw from your program after arriving in the U.S, no Program Fee refund will be issued. Please see for information on collecting refunds on insurance premiums.

Insurance Premium Refund Policy:

- 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 premiums that may have already been applied.
- If you withdraw from your J-1 program after arriving in the U.S. you are not eligible for a refund of Program Fees, but insurance premiums that have not been applied will be refunded to you 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.
 - 2) There is a minimum of 6 months of unused insurance premiums to be refunded.
 - 3) 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.
 - 4) 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 you have returned home, completed your "Refund Questionnaire" (provided by WISE), return your DS-2019 form and provided all relevant bank information to WISE.

OFFICIAL DOCUMENT REISSUE POLICY

- **LOST OR DAMAGED DS-2019 FORMS** – If a new DS-2019 form must be issued due to a lost or damaged form a \$150 reissuance fees plus courier costs will be charged.
- **INACCURATE, ILLEGIBLE OR CHANGED INFORMATION** – If a new DS-2019 form must be issued due to the fact that you provided WISE with inaccurate or illegible information and a new DS-2019 form must be issued, you will to be charged a \$150 reissuance fees plus courier costs will be charged. PLEASE NOTE under these circumstances your original DS-2019 form must be returned to WISE prior to a new DS-2019 form being issued and provided to you.

**WISE TRAINING PLACEMENT SERVICES
CREDIT CARD AUTHORIZATION DEBIT**

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:	\$55.00
TOTAL AMOUNT CHARGED	
CURRENCY:	US Dollars

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

Signature: _____ **Date:** _____

**WISE STUDENT TRAVEL SERVICE
(TO BE COMPLETED BY WISE – USA)**

APPROVED: (<input type="checkbox"/>) YES (<input type="checkbox"/>) NO		BY:	
AUTHORIZATION #:		DATE:	
Reference #:			
Students ADB#	Program Amt	Ins Amt / No. Mo	Auto Amount
SEVIS Amt	Agent Amt	Invoiced Agent:	Invoice number: