



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

### **Application Procedure**

#### **STEP 1: Registration**

Fill out the registration form online and email us your resume. We will then review your basic qualifications and notify you on whether you meet the program requirements. We will also be offering you advice about joining the program\*. Without obligation and free of charge.

#### **STEP 2: Candidate Selection**

If you qualify for the program, you will need to go through an online interview via Skype with our program coordinators from our US office. Your English level and personal motivation will be tested for your suitability in our program. A payment of a non-refundable administrative fees of HKD 300 / USD 38 is required for the interview.

#### **STEP 3: Application & Documents Submission**

After passing our interview, you will fill out and submit an application for the program. After you pay the program deposit of (HKD5,000), we will then provide you with a login account to apply within our database. You will need to submit ALL required documents^ in order to complete the application. We will guide you through the entire process.

#### **STEP 4: Placement**

During this period, we will introduce you to several companies in the U.S. who we think will suit your needs. We will keep you updated with every step of the process until we find a potential match. Once we receive a positive response from a company, we will inform you of the details of the internship.

#### **STEP 5: Employer Interview**

You will be scheduled for an online interview with the corresponding employer. Prior to the interview, we will help you prepare and rehearse certain questions that they may be asked.

#### **STEP 6: Getting hired**

Once you get hired, you will then sign the training contract and pay the total balance of the program fees (e.g. Balance = 18-month fees: USD \$5,150 - HKD \$650 deposit = USD \$4,500)

#### **STEP 6: Arrival of your DS form package**

After signing the contract and paid off the program fees, we will set up the issuance and delivery of your DS form package from the U.S. Sponsor. (i.e. DS-2019, DS 7002, SEVIS payment receipt, Insurance, Embassy letter, Participant Handbook and other guidelines).

#### **STEP 7: Visa Application**

After you receive the DS form package, you can start applying J-1 visa and make an appointment online for your visa interview at the U.S. consulate. Guidance will be provided.

#### **STEP 8: Arrange Your Travel Plan**

After you receive your approved visa, submit a copy of your visa to us, and start planning for your travel to the U.S. We will give you a pre-departure orientation.

#### **Remarks:**

\*We'll discuss your internship needs and expectation. We'll also explain the application process, to help you make a right decision of applying for the program.

#To participate in a program in the U.S. you do not need to have the highest grades, motivation is essential.

^Examples of the U.S. standard for these documents (e.g. your resume, motivation letter) and feedback will be provided in order for you to meet the requirements.