



***CIPUSA Trainee Newsletter***  
***April 2011***

Greetings!

CIPUSA wants to stay connected! To make this a little bit easier, we will be publishing a quarterly newsletter to keep you informed of new programs from CIPUSA, important U.S. Department of State Regulations, and more.

### **TRAVELING OUTSIDE THE U.S.**

Trainees and their dependents traveling for work or vacations outside the United States, must have the **DS-2019 form (J-1 Certificate of Eligibility)** validated by a CIPUSA Responsible Officer.



It is imperative that your DS-2019 form is validated by CIPUSA prior to your departure to prevent potential problems and/or delays returning through U.S. customs at the airport when you return. This is a requirement of the J-1 regulations. If you plan on traveling outside of the U.S. please send your **original DS-2019 form** to the CIPUSA office located at:

**CIPUSA**  
**3500 Lorain Avenue, Suite 504**  
**Cleveland, Ohio 44113**

Please send the form by **express mail** (i.e. Fed Ex, UPS) so that you will be able to track your document and validate receipt by CIPUSA. You should also **include a pre-paid self-addressed express mail (i.e. Fed Ex, UPS)** with your DS-2019 form to ensure a timely return once the form has been signed by a CIPUSA Responsible Officer. Including the prepaid express envelope will also allow you to track the document while enroute back to you. Remember to use the best address so that the returned form gets to you promptly!

### **TAX SEASON**

J-1 Trainees are required to file a U.S. tax return form. The 2010 federal tax season ends on April 18, 2011. Now is the time to plan for 2011. Please note that all J-1 trainees that earn monies in 2011 are responsible for filing their own tax form by **April 15, 2012**.



If you need extra support with filing, CIPUSA suggests [www.taxback.com](http://www.taxback.com), an online company specifically geared toward assisting international students and trainees in the United States with taxes.

As always, we are here to make your training experience a positive one. If you have questions, would like to share your thoughts, or would like to be a featured trainee in one of our future newsletter articles please do not hesitate to contact us!

Sincerely,  
CIPUSA Team  
Council of International Programs USA (CIPUSA)  
[info@cipusa.org](mailto:info@cipusa.org)