

COUNCIL OF INTERNATIONAL PROGRAMS USA

3500 Lorain Avenue, Suite 504

Cleveland, Ohio 44113 U.S.A.

Telephone: 216-566-1088 Fax: 216-566-1490 E-mail: info@cipusa.org

www.cipusa.org

CORE PROGRAM APPLICATION PROCEDURES

Programs Offered

Council of International Programs USA (CIPUSA) is committed to promoting international understanding in global communities through professional development and cross-cultural exchange. CIPUSA is a non-profit international exchange program that brings well-qualified professionals to the United States for practical training experiences. CIPUSA provides programs for individuals and groups in social services, businesses, non-profit and public organizations. Training length varies from 1-18 months.

In order to fulfill its mission, CIPUSA developed three unique programs to assist international professionals in professional training.

The **Core Program** places international professionals in one of CIPUSA's affiliate cities. The program is coordinated by our affiliate office, which manages the participant's training experience, cultural needs and compensation. Participants live with a host family and participate in arranged cultural activities.

The participant is responsible for providing roundtrip airfare, program administration fee (\$700 up to \$1,800 depending on the number of months you participate), health insurance and money for their personal expenses (approximately \$200-\$500 per month). CIPUSA can provide room/board through host family living (for programs beyond four months apartment living with a roommate is provided), a local transportation stipend and in some cases a small living stipend. The support for this program is funded through the training site.

Participant Responsibilities:

- Providing roundtrip airfare
- Arranging the required health insurance
- Paying the CIPUSA administrative fee upon arrival
- Bringing extra spending money
- Flexibility and commitment to learning and professional development

CIPUSA Affiliate office Responsibilities:

- Creating a well-designed training plan for the trainee
- Providing the trainee with an orientation to the U.S. and the affiliate city
- Providing room/board either through host family living or apartment living
- Providing a local transportation stipend
- Providing cultural and or educational opportunities
- Providing general support to the trainee

CIPUSA Criteria for Eligibility

To be eligible for our programs you must meet the following requirements:

- You are at least 21 years old
- You must apply from your home country
- You have a college degree or professional certificate from a non-U.S. institution in a field related to your training and one year of related work experience outside of the U.S. OR five years of work related experience outside of the U.S.
- You have the ability to understand and communicate in the English language
-

How to Apply

If you are interested in applying to one of CIPUSA's programs please:

- Complete the CIPUSA application in English, honestly and completely
- Clearly type or print on the application form (if we cannot read the application it will not be processed)
- Include a complete mailing address, home or work telephone number and active email address
- Include 4 passport photos with this application
- Include an American style resume
- Include copies of your degrees or certificates
- Include two letters of reference
- Include a \$40 USD application fee by check or money order from an accredited bank such as American Express, or Barclays Bank, or Citibank MADE PAYABLE TO COUNCIL OF INTERNATIONAL PROGRAMS USA. If your check is returned to us, an additional \$40 fee along with the original \$40 application fee will be billed to you. Applications will not be processed until the \$40 application fee is received. We will only accept credit cards for the administrative fee.

It is important that CIPUSA can reach you. Due to time differences we prefer to use e-mail to facilitate quick and easy communication. If you do not have access to email we suggest that you apply for a hotmail or yahoo account. If we are unable to reach you by email or telephone we will reject your application.

CIPUSA has a rolling application process (no due dates). Our Core Program is generally in January, March, and August. However, candidates can be placed at any time throughout the year.

After submitting your application to CIPUSA

Once CIPUSA receives your completed application form and \$40 application fee we will send you an acknowledgement letter to the address listed on your application. For your application to be considered complete you must have an interview. If an approved CIPUSA recruiter has not already interviewed you we will interview you by telephone.

Applications can be rejected for the following reasons:

- ◆ Your training field does not match the training fields we offer
- ◆ Your training does not match your educational and work history
- ◆ Incomplete application form
- ◆ We cannot get in contact with you
- ◆ We cannot find a placement to support your desired training

The CIPUSA application review process is as follows:

1. CIPUSA will review your application and if it meets CIPUSA requirements it will be submitted to the affiliate offices for further review. (review takes up to two months) ***A letter will be sent to those applicants whose application is rejected.***
2. The CIPUSA affiliate offices will review the applications and select those they think are possible for placement in their cities. (review takes up to two months)
3. If your application is selected you will receive a letter stating which affiliate office has selected you. ***If you have not been selected you will receive a letter which states that although you were not selected at this time CIPUSA will keep your application on file for one year.***
4. Due to the intensive nature of finding training placements the process for securing Core Program placements can take up to one year. Once you have the contact information for your affiliate office please be in contact with them on the status of your application. The affiliate office may contact you regularly to ask you about your placement desires.

Acceptance to CIPUSA

Once an affiliate has secured a placement, the trainee will be notified by email. CIPUSA will send a welcome package to the participant via Federal Express with the necessary documents to obtain a J-1 visa and relevant information about the training program and American culture. In the welcome packet, the participant will find a DS 2019 form, required to obtain a J-1 training visa from the U.S. Embassy, a Welcome letter, information on the Core Program and a training plan. Each participant's package will also include health insurance forms, medical forms, and a liability waiver. The participant is responsible for completing the necessary paperwork and faxing or mailing requested documents to CIPUSA prior to the start of the program.

For additional information regarding the SEVIS fee please read the CIPUSA Administrative Fee section.

Applying for the J-1 Visa

To train in the United States legally you are required to have a J-1 training visa. CIPUSA is an authorized J-1 training sponsor. When applying for the J-1 visa it is important that you take your CIPUSA welcome letter, training plan, and DS 2019 form. It is up to you to make your arrangements with your local U.S. embassy or consulate office. Please know that you may be required to complete additional forms as well as pay a fee to apply for a J-1 visa. The U.S. embassy officials will review the information. The final approval for a J-1 visa is made by the U.S. embassy or consulate.

***For Canadian Applicants**

If you are applying from Canada you do not need to apply for a J-1 visa through the U.S. embassy or consulate office. You can apply for a visa at the airport or at the border if you are driving to the U.S. Please check with your local U.S. consulate for further information.

CIPUSA Administrative Fees

Once you have arrived at your affiliate office you will be required to pay your remaining administrative fee and health insurance fee up front. If you do not have your fees upon arrival CIPUSA can reject you from the program.

CIPUSA Administrative fees for the Core Program are based on a sliding scale to account for differences in general standards of living and are as follows:

	Developing Countries	Developed Countries
Duration	Trainee from a Developing Country	Trainee from a Developed Country
1 – 2 months	\$700	\$1,000
3 – 6 months	\$800	\$1,250
7 – 12 months	\$1,000	\$1,500
13 – 18 months	\$1,200	\$1,800

Developing countries are considered those in Africa, South America, Central America, the Caribbean, Southeast Asia, and Eastern Europe. Developed countries are those located in North America, Western Europe, Northeast Asia and Australia.

In addition to the CIPUSA fee all J-1 trainees are now subject to a \$100 USD SEVIS fee. This fee is being imposed to support the U.S. Government Student Exchange and Visitor Information System to maintain accurate and secure information on exchange visitors to the United States. This fee must be paid prior to your U.S. Embassy visit. U.S. Embassies will not issue a J-1 visa until this fee has been paid. CIPUSA will process this fee on behalf of the trainee. For further information about SEVIS please visit the U.S. Immigration and Customs Enforcement web site at www.ice.gov/graphics/sevis/index.htm.

Health Insurance

It is required that J-1 trainees have health insurance coverage. Health insurance payment is due at the beginning of your program. CIPUSA Trainees may choose one of the following medical coverage options:

- Trainees may choose to use their own medical coverage as long as the coverage meets the requirements listed above.
- CIPUSA can provide trainees health insurance through HTHWorldwide for \$121/mo.
- CIPUSA can provide trainees with an Evacuation Package. Some trainees may be offered to join their training site's insurance program. Most U.S. insurance policies do not provide the repatriation of remains or cover expenses associated with the medical evacuation of the trainee to his or her own country. This is a supplemental package that is offered through HTHWorldwide for \$15 per month.

Questions

Should you have any questions about the application process or the CIPUSA programs please feel free to contact us at any time by email info@cipusa.org or by phone 216.566.1088.