

COUNCIL OF INTERNATIONAL PROGRAMS USA

3500 Lorain Avenue, Suite 504

Cleveland, OH 44113 U.S.A.

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

www.cipusa.org

GLOBAL PARTNERS 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 the Global Partners Program to assist international professionals in professional training.

The **Global Partners Program** introduces international professionals to U.S. organizations through pre-arranged practical training programs. The trainee or the training site is responsible for arranging the training program and finances for the trainee's stay in the U.S. including living, insurance and transportation costs. CIPUSA provides the participant J-1 sponsorship and support to complete the process.

Participant Responsibilities:

- The participant is responsible for providing roundtrip airfare
- Negotiating any compensation from the training site
- Arranging living accommodations
- Arranging travel to and from training site
- Completing the CIPUSA application
- Paying the CIPUSA administrative fee (this can be paid by the training site as well)
- Arranging the required health insurance
- Flexibility and commitment to learning and professional development

Training Site Responsibilities:

- Creating a well-designed training plan for the trainee
- Providing a supervisor for the trainee
- Sign a contract with CIPUSA for hosting the trainee
- Providing the trainee with an orientation to the U.S., local city, and U.S. culture
- Assist the trainee with living accommodations, getting acquainted with the U.S., traveling to and from the training site, and educational/cultural opportunities.
- Providing the trainee with an overall enriching training program

CIPUSA will assist the training site in developing the required training plan.

CIPUSA Criteria for Eligibility

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

- You are at least 21 years old
- You are applying 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 relevant work experience outside of the U.S. OR at least 5 years of related work 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.
- Include your administrative fee

It is important that CIPUSA can reach you. Due to the 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).

After submitting your application to CIPUSA

Once CIPUSA receives your completed application form, training plan, \$40 application fee, and administrative fee we will begin reviewing 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
- ◆ CIPUSA can not get in contact with you

The CIPUSA application review process is as follows:

1. CIPUSA will review your application and training plan. If it meets CIPUSA requirements it will be submitted for DS 2019 sponsorship. CIPUSA processing time is generally 4-6 weeks. ***(Should you request expedited processing, CIPUSA can review your application within two weeks time for an additional \$500. Please note that a completed application and training plan is required)***
2. If your application is approved CIPUSA will send all necessary documents (DS 2019 form) to the address listed on the application. ***CIPUSA will not send original papers to any party other than the applicant applying!***

NOTE: CIPUSA cannot send out any Global Partner documents until both the administrative fees and the \$100 USD SEVIS fee has been paid.

Acceptance to CIPUSA

It is important that you sign and return the required forms to CIPUSA prior to your start of the program. These forms include the welcome letter, health insurance form, medical form, and liability waiver form.

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

All fees must be paid before CIPUSA will send the J-1 sponsorship forms (DS 2019). Fees can be paid by check from an American based organization, money order, or credit card. Once CIPUSA has received its payment for services we will send you the necessary documents.

CIPUSA Administrative fees for the Global Partners Program are as follows:

Global Partners Fees

Duration	Fee Charged to Trainee
1 – 3 months	\$1000
4 – 6 months	\$1,200
7 – 12 months	\$1,800
13 – 18 months	\$2,000

*Please note that if you are in an affiliate city you may be required to pay additional fees for services.

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.

Should your visa be denied CIPUSA will refund all of your administrative fee except for \$250 which CIPUSA will keep for time and services.

Expedite Service

Normal processing time fro CIPUSA is 4-6 weeks. For an additional \$500 CIPUSA can process your application within two weeks time. This service is based on that CIPUSA receives a complete application and training form.

J-2 Dependents

Should you be interested in bringing your dependent you must complete the CIPUSA application J-2 dependent section as required. The cost for J-1 sponsorship for your dependents is \$750 per dependent.

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 J-1 requirements.
- CIPUSA can provide trainees health insurance through HTHWorldwide for \$78/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.