

# Irish International Immigrant Center J-1 Visa Program



IRISH INTERNATIONAL  
IMMIGRANT CENTER

# Irish International Immigrant Center Boston

Introduction - Jude Clarke

*The Irish International Immigrant Center assists immigrants from Ireland and around the globe as they integrate into American society, and provides learning and work opportunities for young Irish men and women who come to the U.S. each year. We are a vibrant welcome center that provides legal, wellness and education services, works for change, and builds community. Our vision is of a society where all people are welcomed and valued and enjoy equal opportunities and protections. Founded in 1989, we started with Irish Immigrants and now help all nationalities.*

We sponsor 500 students and graduates each year on the J-1 Intern and J-1 Irish Work and Travel visas.

These visas enable Irish students and graduates to come to the United States for 12 months to intern in their field of study.

# Visa options

## J1 Intern Visa

- Must have work lined up prior to travel
- UK or Irish passport only
- Open to students with placements pre-set, or graduates with pre-placement.
- Responsibility is on the student / graduate to source their own placement prior to applying for the visa.
- One year visa with a 30 day grace period at both ends

## J-1 Irish Work and Travel visa (J-1IWT)

- Travel to U.S. without work lined up
- Irish Passport only
- Typically final year students and recent graduates (within 1 year of graduating).
- But also open to students on a year out - discuss
- One year visa with a 30 day grace period at both ends
- 120 opportunity to find work – if successful your visa will run for the full year

# Current QUB student feedback

Paul Pelan (IIIC) visiting Eve Russell and Christopher Rooney (both QUB) at Choo and Company Architects and reported back that both Chris and Eve are working on multiple projects and excelling in their performances.



# Research into roles - Students

- Liaise with your University placement officers
- Check QUB's 'My Future' for position in your area of study
- Clearly beat any application deadline date
- Find out which students went to which employers in previous years and gain feedback?
- Do your own research into organizations you might like to work in
- IIRC will offer some general advice re placements.

# Research into roles - Graduates

- Once you apply for the J1IWT you can connect with Director of Intern Placements, Mr Paul Pelan at IIC. Paul will immediately look at where you are going, when your visa is due to start and your area of study - to connect you with employers.
- Connect with QUB Alumni group in the city you plan on traveling to.
- Do your own research into organizations you might like to work in and plan meetings with employers for soon after you arrive in U.S.
- Networking - The more effort put into this = better placements, better pay and better all round visa experience.
- If going to Boston – call into IIC's office and meet Paul and our team. This face-to-face contact often makes a huge difference.

# Applying for a role – general advice

- Follow the exact instructions for applying to that particular employer (they may have different requests / processes), for example send resume and cover letter to a particular e-mail address.
- Communicate with the employer in a professional manner (no mobile phones, use proper grammar in speech & written (spell-checks), be on time for calls, etc.
- Use an updated CV converted to American Resume format. Highlight your work experience, education and skills (see next slide).
- Connect your study or work experience to the role you are applying for



*This is just a sample—please tailor to reflect your own background and skills.*

**Name**  
Address  
Phone Email

Month xx, 2013

Name [or Department]  
Title [even if you don't have a name]  
Address  
City, State Zip  
Email

## Sample Cover Letter

- *One page*
- *Directed to HR individual*
- *Tailored for each position*
- *Highlights qualities required for specific role*
- *Highlights international perspective, university experience, etc.*

Dear Mr./Ms. Last Name: *or* To whom it may concern:

I am writing to express my interest in the [name of role] position which I saw posted on your website. As a graduate with a degree in [field], I am eager to use my education and previous experience to contribute to the work of [name of company].

In my previous position at [company], I was the leader of a five-person team for a long-term project which ultimately resulted in 15% sales growth for the company. This position not only built upon my leadership skills, but also demonstrated my ability to effectively communicate, problem-solve, and deliver a measurable benefit.

Throughout my years studying [field], I broadened my knowledge base and solidified skills in brand management, sales, and marketing. My education along with my previous experience gives me a strong background upon which I can build further skills while at the same time contributing in a substantive way to [company].

I currently hold a J-1 IWT (Irish Work and Travel) visa which allows me to work in the US for up to twelve months. It is my hope to gain valuable experience in my field of study while bringing my skill set and international perspective to a position at your company.

Thank you for your consideration.

Sincerely,

Your Name



**Name**

**Address**

**Phone Email LinkedIn**

**12 Month J-1 IWT Visa Holder**

**CAREER OBJECTIVE:** To obtain a 12 month internship position in order to gain experience, expand current knowledge levels and grow professionally.

**WORK EXPERIENCE**

**Bank of Ireland, Dublin, Ireland**

**2011-2013**

*Customer Service Representative*

- Resolved issues and managed inquiries, ensuring continued customer satisfaction
- Evaluated customer needs in order to recommend appropriate products and services
- Increased customer satisfaction by 15% through prompt service, excellent problem-solving, and improved efficiency

**Johnston Education Melbourne, Australia**

**2010**

*Administrator*

- Managed the flow of correspondence both within the office and with external parties.
- Trained new staff in using internal databases. Instructed new staff in company operating system
- Compiled, sorted, and organized data to be entered into the databases or electronic files.

**University Hospital, Dublin, Ireland**

**2006-2009**

*Clerical Officer Grade III, Medical Records*

- Updated Electronic Medical Case Notes using internal hospital tracking system
- Prepared and scanned Accident and Emergency Documents in the Document Imaging Department
- Coordinated communication between hospital staff and patients
- Archived inactive charts in accordance with HSE regulated deadlines. Strict adherence to patient confidentiality

**EDUCATION**

**National University of Ireland, Maynooth**

**2013**

**Master of Arts Degree in Finance**

Honors Thesis: "China's undervalued currency, the RMB, and its benefit to the US economy"

Relevant courses: Corporate Finance, Economics, Accounting, Financial Markets and Institutions, Econometrics, and Quantitative Methods

**Leeds Metropolitan University, Leeds, England**

**2011**

**Bachelor of Arts Degree in Finance with Honors**

Honors Thesis: "An examination of co-branding models with a case study analysis of Adidas"

Relevant courses: Corporate Strategy, Marketing, International Law, International Trade and Development, Corporate Finance, and Management of International Business Finance

**SKILLS**

Proficient in the use of Microsoft Word, PowerPoint, and Excel

Certified TESOL teacher with 9 months of teaching experience in Ho Chi Minh City, Vietnam

**INTERESTS**

Travel (Vietnam 1 year, Europe, Australia 1 year); Gaelic Football; Soccer

# Sample Resume

- One page
- Career objective
- Recent relevant work experience
- University Education only
- Skills
- Interests
- No more than 4 or 5 bullet points per position

# Resume Guidance

- Will your Resume pass the 30 second glance?
- Do not include lengthy information from school – only university really counts.
- Highlight past work experiences:
  - Professional Positions, Internships, etc.
  - For casual labor positions highlight professional development components (i.e.: customer service, managing activities, event management).
- If you do not have work experience include information on projects from university, student organizations, extra-curricular involvement, volunteer activities, etc. Target your resume to the specific job you are applying for.
- Proof-read for spelling and grammar (and have someone else check it).
- Convert your grades to their US equivalent scores, if possible (google this).
- Keep your resume to *one page only*.
- Include hobbies / interests like “athletics, arts, literature”. Do not include things such as “socializing, watching television, playing x-box, etc...”
- What makes a good Resume?

# Resume Pet Peeves

1. Spelling errors, typos and poor grammar. If there are obvious errors here you have close to no hope of getting the job. This should be the minimum for a University student.
2. Reads like a job description - fails to explain what the person's accomplishments were
3. Missing dates or inaccurate dates
4. Missing contact Info (e.g. Tel number), inaccurate, or unprofessional email addresses
5. Poor formatting – boxes, templates, tables, use of header and footers, etc.
6. Long resumes – over 2 pages
7. Long, dense paragraphs – no bullet-points
8. Unqualified candidates – candidates who apply to positions they are not qualified for
9. Personal information that is not relevant to the job
10. Missing employer information and/or not telling what industry worked in
11. Lying and misleading - especially in terms of education, dates and inflated titles
12. Poor font choice or style
13. Resumes sent as PDF files, Zip files, faxes, or mailed resumes; i.e. not a WORD doc
14. Pictures, graphics or URL links that no recruiter will call up
15. Resumes written with 1st person references, or in the 3rd Person
16. Gaps in employment
17. Burying important information in the resume

# Resume and Job Seeking advice Resources

These University career services websites are great resources to make use of. They have examples of cover letters, resumes, tips for job searching and interviewing, and a lot of other useful info.

- **Northeastern University**
- <http://www.northeastern.edu/careerservices/jobs-internships/job-search/>
- **University of Florida**
- <http://www.crc.ufl.edu/students/studentAllServices.html>
- **Penn State**
- <http://studentaffairs.psu.edu/career/students/resumes.shtml>
- **Yale University**
- <http://ucs.yalecollege.yale.edu/content/samples-tools>
- **Stanford University**
- <http://studentaffairs.stanford.edu/cdc/resumes>

# Networking

- **Networking** is the best way to expand social circles (and find a job if traveling without one). Check for an Irish Network branch in your city (<http://irishnetwork-usa.org>), attend alumni events for your university, go to networking events, play a sport, take a class - meet people.
- **Business Cards** - name, contact information (email and tel no), and your field (e.g., “IT Student / Graduate, Ulster University”, etc.). Include your LinkedIn site, online portfolio, and/or professional website, if applicable.
- **LinkedIn** – Do you have a profile? This is professional networking based around your Resume and designed to position you well in connecting to employers and with good communications in job searching.



## **Students in Boston**

Attending a Boston Red Sox game and BIBA summer social event are: L-R Lisa-Marie Nathan, Tiarnan Cooney (QUB - Liberty), Callum McGeeney (QUB – Liberty), Emma McCallister (QUB – Liberty), & Thomas Murphy (UU). Feedback from these guys is that they are loving their job placements, and all the activities Boston has to offer!



# Common Interview Questions

- 1) Why do you want to work here?
- 2) Why should we hire you over a local college student/graduate?

*Benefits you can mention to hiring a J-1 IWT intern:*

- Cost-effectiveness – University interns do not have to pay social security or healthcare on tax contributions, and arrive with health insurance in place (saving the employer \$\$)
- Short term project based work
- Interns have an international perspective, education, experience and add diversity to a workplace

*Intern and employer have comprehensive support from Irish International Immigrant Center and Ulster University*

- 3) What are your strengths/weaknesses?
  - Be confident in relaying your strengths (U.S. employers like this confidence)
  - Put a positive spin on a weakness, e.g. discuss how you are working to improve something.

# Additional Interview Hints...

- Dress professionally & make eye contact (even if a Skype interview)
- Bring copies of your resume (if interview is in person)
- Be sure to sell yourself. Don't downplay your accomplishments.
- Provide specific examples from previous experience, where possible
- Discuss connections between your own experience / study to the specific role on offer
- Have questions ready to ask at the end of interview. This shows a genuine interest. (Don't ask about salary on 1<sup>st</sup> interview!)
- Remember to send a thank-you note (or email) within 24 hours. This is a very important part of U.S. business culture and etiquette.

# Visa excluded areas

- Psychology
- Medical fields (hands-on-care, treatment, etc)
- Speech Therapy
- Social Care
- Teaching
- And some others

# J-1 IWT Pre-placement needed

Why is pre-placement needed in these areas?

- History
- Any fashion related discipline (textiles, surfaces, design), fine art/sculpting, print making
- Film, Geography, Irish Studies, Social Work/Care (Applied Social Studies/Social Studies)
- Food Science, Philosophy, Sociology, a degree in only Languages, European History, Social Science
- Drama, Education, Medicine, Sports Science, Sports/Exercise Management, Psychology

# You decide to apply for a visa

Students – When offered placement.

Graduates – At any time from start of final year through to one year past your graduation date (discuss current Embassy issue)

2018 visas likely to expire in Sep 2018 – so if serious about applying do so before then

The visa application process takes roughly 6/8 weeks.

You should plan on arriving in the States at least 2 weeks before your internship begins (find accommodation, apply for Social Security Number application, orientation to city, meet IIC staff, have a short holiday, etc).

*Note – your passport cannot expire less than six months after your visa end date.*

# Visa Application Process

- Email [j1iwt@iiccenter.org](mailto:j1iwt@iiccenter.org) so we can start the process.
- We will send you an online application form which you will complete.
- If eligible – pay deposit (on our website) and sign 120 day declaration form
- Then we will send a set of visa program / application guidelines, an online contact details form and a sample Resume.
- If J1IWT you must provide a properly prepared Resume
- Submit application including University document (by post)
- IIC Interview
- Create DS-7002 with IIC and employer (only if pre-placement - otherwise this is done after you arrive in U.S.)
- Make balance payment
- Provide health insurance
- IIC issues DS-2019
- You register for SEVIS and Embassy appointment
- Attend Embassy appointment and get visa
- Travel to U.S.



# Visa Costs

- IIC fee – \$1050 (\$350 deposit / \$700 balance)
- SEVIS Fee - \$180
- U.S. Embassy / Consulate fee - \$160
- Insurance – Approximately \$200, paying more for more extensive coverage or if any pre-existing medical conditions exist
- Flights – varies (you look after flights yourself)
- Living expenses (this is where the research / networking / job search earlier pays off, i.e. it depends on your pay levels).

# Completing your DS-7002



U.S. Department of State

OMB APPROVAL NO. 1665-0175  
EXPIRATION DATE: 05-31-2018  
ESTIMATED BURDEN: 1.6 hours

## TRAINING/INTERNSHIP PLACEMENT PLAN

SECTION 1: ADDITIONAL EXCHANGE VISITOR INFORMATION			
Trainee/Intern Name (Surname/Primary, Given Name(s) (must match passport name))		E-mail Address	
Kennedy Aoife		akennedy98@gmail.com	
Program Sponsor		Program Category	
The Irish International Immigrant Center		Intern	
Occupational Category	Current Field of Study/Profession	Experience in Field (number of years)	
Political Management	Politics	1	
Type of Degree or Certificate	Date Awarded (mm-dd-yyyy) or Expected	Training/Internship Dates (mm-dd-yyyy)	
BA	10-20-2015	From 12-15-2015 To 12-14-2016	
SECTION 2: COMPENSATION			
Organization Name		Address	Suite
Democracy Today		100 Highwater Street	D
City	State	ZIP Code	Website URL
Boston	MA	02110	www.democracyengagementtoday.org
Employer ID Number (EIN)	Exchange Visitor Hours Per Week	Compensation	
421000234	40	Stipend <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, how much? Non-Monetary Compensation Value \$1.50 per hour	
Workers' Compensation Policy		Does your Workers' Compensation policy cover exchange visitors?	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If so, Name of Carrier Boston Insurance Inc.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, exempt <input type="checkbox"/> No, but equivalent coverage	
Number of FT Employees Onsite at Location	Annual Revenue		
50	<input checked="" type="checkbox"/> \$0 to \$3 Million <input type="checkbox"/> \$3 Million to \$10 Million <input type="checkbox"/> \$10 Million to \$25 Million <input type="checkbox"/> \$25 Million or More		
SECTION 3: CERTIFICATIONS			
Trainee/Intern - I certify that:			
1. I have reviewed, understand, and will follow this Training/Internship Placement Plan (T/IPP); 2. I am entering into this Exchange Visitor Program in order to participate as a Trainee or Intern as delineated in this T/IPP and not simply to engage in labor or work within the United States. 3. I understand that the intent of the Exchange Visitor Program is to allow me to enhance my skills and gain exposure to U.S. culture and business in a way that will be useful to me when I return home upon completion of my program. 4. I understand that my internship/training will take place only at the organization listed on this T/IPP and that working at another organization while on the Exchange Visitor Program is prohibited. 5. I will contact the Sponsor at the earliest available opportunity regarding any concerns, changes in, or deviations from this T/IPP. 6. I will respond in a timely way to all inquiries and monitoring activities of my sponsor. 7. I will follow all of my sponsor's guidelines required for my participation in my program. 8. I will contact the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) at the earliest possible opportunity if I believe that my sponsor or supervisor (as set forth on page 3, section 4), is not providing me with a legitimate internship or training, as delineated on my T/IPP; and 9. I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.			
Printed Name of Trainee/Intern		Date (mm-dd-yyyy)	
Aoife Kennedy		12-10-2015	
Signature of Trainee/Intern			

DS-7002  
03-2015

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### Sponsor-

- I have reviewed, understand, and will ensure that the Supervisor (as set forth on page 3, section 4) follows this Training/Internship Placement Plan (T/IPP) regarding the Trainee or Intern listed above;
- I will notify the designated U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) at the earliest available opportunity regarding any concerns about, changes in, or deviations from this Training/Internship Placement Plan (T/IPP), including, but not limited to, changes of Supervisor or host organization;
- I will adhere to all applicable regulatory provisions that govern this program (see 22 CFR Part 62), including, but are not limited to, the following:
  - I will ensure that the Trainee or Intern named in this T/IPP receives continuous on-site supervision and mentoring by experienced and knowledgeable staff;
  - I have confirmed with the Supervisor or host organization representative that sufficient resources, plant, equipment, and trained personnel will be available to provide the specified training or internship program set forth in this T/IPP;
  - I will ensure that the Trainee or Intern named in this T/IPP obtains skills, knowledge, and competencies through structured and guided activities such as classroom training, seminars, rotation through several departments, on-the-job training, attendance at conferences, and similar learning activities, as appropriate in specific circumstances;
  - I will ensure that the Trainee or Intern named in this T/IPP does not displace full- or part-time temporary or permanent American workers or serve to fill a labor needed and ensure that the position that the Trainee or Intern fills exists primarily to assist the Trainee or Intern in achieving the objectives of his or her participation in this training or internship program;
  - I certify that this training or internship meets all of the requirements of the Fair Labor Standards Act, as amended (29 U.S.C. 201 et seq.). I also certify that training or internships in the field of agriculture meet all requirements of the Migrant and Seasonal Worker Protection Act, as amended (29 U.S.C. 1801 et seq.);
  - I will notify the Department of State if I receive information regarding a serious problem or controversy involving the Trainee or Intern named in this T/IPP that could be expected to bring the Department of State, the Exchange Visitor Program, or the Sponsor's exchange visitor program into notoriety or disrepute; and
  - I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

Signature of Responsible Officer or Alternate Responsible Officer

Printed Name of Responsible Officer or Alternate Responsible Officer Date (mm-dd-yyyy)

Name of Sponsor Organization The Irish International Immigrant Center Program Number P-3-12318

DS-7002  
03-2015

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# Completing your DS-7002

SECTION 4: TRAINING/INTERNSHIP PLACEMENT PLAN			
Each Training/Internship Placement Plan should cover a definite period of time and should consist of definite phases of training or tasks performed with a specific objective for each phase. The plan must also contain information on how the trainee/interns will accomplish those objectives (e.g. classes, individual instruction, shadowing). Each phase must build upon the previous phase to show a progression in the training/internship. A separate copy of pages 3 and 4 must be completed for each phase if applicable (e.g.; if the trainee/intern is rotating through different departments).			
Surname/Primary, Given Name(s) (must match passport name)		The Exchange Visitor is:	
Kennedy Aoife		Intern	
Program Sponsor		Program Number	
The Irish International Immigrant Center		P-3-12318	
Main Program Supervisor/POC at Host Organization		Supervisor Contact Information	
Jacob Jacobson		Phone 508-774-4242 Fax	
Title		Email	
Political Outreach Manager		jjacobson@democracytoday.org	
PHASE INFORMATION			
Phase Site Name	Training/Internship Field	Phase Site Address	
Democracy Today Headquarters	Political Outreach	100 Highwater Street, Boston	
Phase Name	Start Date (mm-dd-yyyy) of Phase	End Date (mm-dd-yyyy) of Phase	Phase
Political Outreach Coordinator	12-15-2015	12-14-2016	1 of 1
Primary Phase Supervisor		Supervisor Title	
Jacob Jacobson		Political Outreach Manager	
E-mail		Phone Number	
mjacobson@democracytoday.org		508-774-4242	
Description of Trainee/Intern's role for this program or phase			
The intern will manage projects related to political outreach across Massachusetts, specifically in relation to engaging young potential voters. The intern will design events to spread awareness and education. The intern will update social media websites to reflect upcoming initiatives. The intern will research political outreach methods and develop reports based on statistics.			
Specific goals and objectives for this program or phase			
At orientation, goals include familiarizing the intern with the mission of the organization, the political climate in Massachusetts and the specific duties involved to complete her placement. Over the course of her placement, the intern will seek to contribute to an increase in voter turn-out, develop personal political and communicative skills, and collaborate with a team on event logistics and strategic planning. By the end of her placement, the intern's goal is to increase political outreach experience. Knowledge gained from the interns studies will support them in developing strategies for voter awareness and successful events management.			
Please list the names and titles of those who will provide continuous (for example, daily) supervision of the Trainee/Intern, including the primary supervisor. What are these persons' qualifications to teach the planned learning?			
Jacob Jacobson will be training and monitoring the intern. He has had 10 years of experience in the public sector, and has worked for a variety of politicians across Massachusetts. Jacob has worked with Democracy Today for 3 years, and is extremely knowledgeable about this organization and about political outreach initiatives holistically. He will be able to train the intern in the specifics of the position and in strategies involved with public engagement.			
What plans are in place for the Trainee/Intern to participate in cultural activities while in the United States?			
The intern will attend a number of cultural activities- including a Bruins game, Christmas in Boston festivities and a number of company outings and parties. As it relates to her field, the intern will also attend political events across the state with her supervisor. Through this, she will gain increased networking skills and meet a variety of influential players in the US political field.			
What specific knowledge, skills, or techniques will be learned?			
At orientation, the intern will be trained with skills necessary for the position, such as data interpretation, social media techniques and event planning strategies. Over the course of her placement, the intern will develop skills in statistics based research and learn strategies for developing community engagement initiatives. The intern will gain communication abilities through interaction with partner organizations and political offices. The intern will leave gaining valuable skills in political outreach and strategic planning.			
How specifically will these knowledge, skills, or techniques be taught? Include specific tasks and activities (interns) and/or methodology of training and chronology/syllabus (Trainees).			
During orientation, these skills will be taught by one-on-one training, observation and by suggested reading material. Throughout the placement, these skills will be gathered through guidance, hands-on experience and during mandatory team staff meetings.			

How will the Trainee/Intern's acquisition of new skills and competencies be measured?	
During training, the intern's acquisition of skills will be constantly monitored and perfected through the support of her supervisor and teammates. The intern's skills will be measured through individual meetings and performance reviews throughout the placement. The intern's progress will be constantly self-assessed and discussed with her group. The intern will be working in a collaborative team in order to advance her skills and to accomplish organizational goals.	
Additional Phase Remarks (optional)	
The intern will complete an orientation program of approximately 1 month prior to commencing her position independently. The intern will then take her position as Political Outreach Coordinator, and will be a member of the Political Outreach team until December 13th 2016. The intern will have an evaluation period on December 14th, during which time she will meet with her supervisor to finalize all projects and will prepare a report for her incoming replacement.	
This placement will advance the intern's university studies by providing hands-on experience in the area of political communication, event logistical planning, strategic development, data analysis, outreach initiatives and working with a variety of constituencies. This practical experience will support a degree that was primarily based in theory.	
Phase Supervisor - I certify that:	
<ol style="list-style-type: none"> <li>I have reviewed, understand, and will follow this Training/Internship Placement Plan (T/IPP);</li> <li>I will contact the Sponsor at the earliest possible opportunity if I believe that the Trainee or Intern is not receiving the type of training delineated on this T/IPP;</li> <li>I will actively support the Sponsor by adhering to all applicable regulatory provisions that govern this program (see 22 CFR Part 62);</li> <li>The Trainee or Intern named in this T/IPP will not displace full- or part-time, seasonal or permanent American workers, or serve to fill a labor need;</li> <li>I will conduct the required periodic evaluations of the Trainee or Intern named in this T/IPP;</li> <li>I will notify the designated Sponsor contact at the earliest available opportunity regarding any concerns about, changes in, or deviations from this T/IPP;</li> <li>I will notify the Sponsor in the event of an emergency involving the Trainee or Intern named in this T/IPP, as well as any information that I receive about the Trainee or Intern that might have an effect on that exchange visitor's health, safety, or welfare;</li> <li>I will notify the Sponsor if I receive information regarding a serious problem or controversy involving the Trainee or Intern named in this T/IPP that could be expected to bring the Department of State, the Exchange Visitor Program, or the Sponsor's exchange visitor program into notoriety or disrepute;</li> <li>I am participating in this Exchange Visitor Program in order to provide the Trainee or Intern named in this T/IPP with training or an internship as delineated in this T/IPP;</li> <li>I certify that this training or internship meets all the requirements of the Fair Labor Standards Act, as amended (29 U.S.C. 201 et seq.) I also certify that training or internships in the field of agriculture meet all requirements of the Migrant and Seasonal Worker Protection Act, as amended (29 U.S.C. 1801 et seq.);</li> <li>I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.</li> </ol>	
Signature of Supervisor	
Printed Name of Supervisor	Date (mm-dd-yyyy)
Jacob Jacobson	12-10-2015
PRIVACY ACT STATEMENT	
AUTHORITIES: The information is sought pursuant to Section 102 of the Mutual Educational and Cultural Exchange Act of 1961, as amended (the Fulbright-Hays Act) (22 U.S.C. 2452) which provides for the administration of the Exchange Visitor Program (J visa).	
PURPOSE: The information solicited on this form will be used to provide clarity of training and intern programs offered by entities designated by the U.S. Department of State to conduct exchange visitor programs; for general statistical use; and to administer the Trainee and Intern categories of the Exchange Visitor Program.	
ROUTINE USES: The information on this form may be shared with entities administering the program on behalf of the Department: federal, state, local, or foreign government entities for law enforcement purposes; to members of Congress in response to a request on your behalf. More information on the Routine Uses for the system can be found in the System of Records Notice State-08, Educational and Cultural Exchange Program Records.	
DISCLOSURE: Participation in this program is voluntary; however, failure to provide the information may delay or prevent participation in the Exchange Visitor Program.	
PAPER WORK REDUCTION ACT	
Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: ECA/EC, SA-5, Fifth Floor, U.S. Department of State, Washington, DC 20522.	

# The Role of IIIC

## **General help for all visa applicants**

- IIIC will help with all your questions
- We will steer you through the visa application process
- We will issue your DS-2019
- We will support and mentor you in pre-departure, on arrival and throughout your U.S. placement, including inviting you to events if in Boston area (Basketball, Baseball, Ice Hockey games, cultural / historical events, IIIC events, free events).
- We will manage your U.S. State Dept records and communications

## **Help with job search**

- For J-1IWT visa holders we will help you find work before and after you arrive in U.S.
- For 3<sup>rd</sup> year student placements - we will give general advice re placements. It is your responsibility to find a placement through your own research / through help with your placement officer at University (unless an agreement with the University is in place then we do not source placements in these cases as often the student may not end up applying for the visa)



# The role of IIC (continued)



# Preparing for America

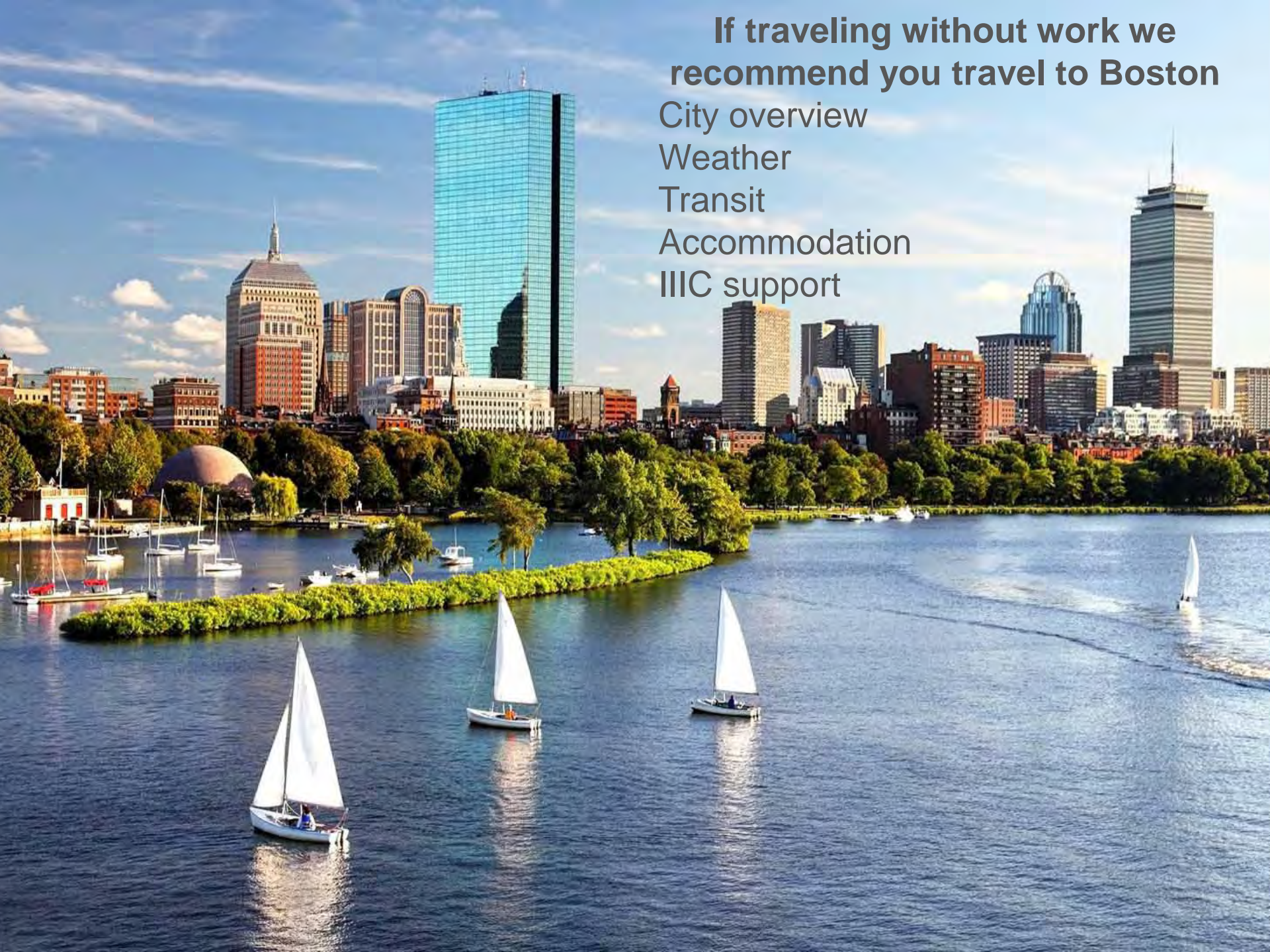
- How much money will I take with me to the States?
- How do I apply for a Social Security number?
- How will I find accommodation and where will I live?
- What are typical housing costs?
- How will I integrate myself socially in the States? (IIIC, attending IIIC events so you can meet other J1s, networking, research sporting, cultural, other interests prior to travel).
- When will I arrive?
- Can I travel while there (domestic and international)?
- Communications (e-mail, phone, etc) must be excellent
- What if I lose my passport when in America?
- Take the visa seriously and stick to the rules (current Administration)

*You have responsibilities upon arrival in the US, which are outlined in the program guidelines and intern agreement form. We will discuss this with you upon internship acceptance. The IIIC is here to support you every step of the way.*



**If traveling without work we  
recommend you travel to Boston**

City overview  
Weather  
Transit  
Accommodation  
IIIC support





# MBTA (the 'T')





# Should I go for it...?



Any final questions?

IIIC?

IIIC application process?

Visa process?

Life in the States?

Role of the IIIC?

American employers?

Which teams are best – NY Yankees or Boston Red Sox?

New England Patriots or New York Jets?

Boston Celtics or LA Lakers?

# Contact details

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