



Professional Career Training USA (PCTUSA) Extension Application

Dear Participant,

Thank you for your interest in extending your training with your U.S. Host Organization.

Before you complete this application, please remember that extensions are intended to give you the opportunity to gain new and different skills from your current training.

You and your Host Organization should discuss what those new skills will be and carefully prepare the Extension DS-7002 to reflect these.

Please also note that you can only apply to extend your J1 Traineeship to a max 18 months (12 months if in Tourism and Hospitality) from the start date as listed on your DS-2019 Certificate.

We strongly recommend **applying for an extension at least 6 weeks before the end date** of your present Internship/ Traineeship as listed on your DS- 2019 Certificate – **NOT** the end date on your J1 Visa. Applying too close to your end date could mean that your application is not approved in time and you will need to return home.

To start the process of applying for your extension, we will need the following:

This Application – including the following supporting document copies

- a Copy of your current DS-2019 Form
- a Copy of your J-1 Visa
- a Copy of valid passport
- a completed Online DS-7002 Extension**

**The online DS-7002 Extension must be completed by your Host Organisation to reflect the new activities and reasons for the extension request. In order to do this we must “unlock” the online DS-7002 to allow the extension request. If you have not already requested this via email to apply@istplus.com we will unlock the online DS-7002 upon receipt of this part of the application. Your listed supervisor will then receive an email asking them to log in and complete the extension.

- Confirmation of how your extension Programme fees are to be paid (for fees please see the enclosed Fee Disclosure page).

Via PayPal**Via Online Banking****Other (please specify)**

What happens next?

Once you have your application materials completed, please scan and email them to apply@istplus.com
Once received, your application will be reviewed and a confirmation email will be sent with the next steps.

If you do not hear from us within 3 WORKING days please email apply@istplus.com
Any questions or concerns you may have during this process should be directed to apply@istplus.com



APPLICATION FOR PROGRAM EXTENSION

Applicant First Name:

Applicant Last Name:

Dear Applicant,

Thank you for your interest in extending your training with your U.S. Host Organization. We are delighted that you are considering extending your program with CIEE.

Your application for a program extension will be processed by your home country CIEE representative, not by CIEE in the United States. Please be sure to send your completed application to your home country CIEE representative.

To complete your application for a program extension, your CIEE representative will need to receive the following:

- **APPLICATION FOR PROGRAM EXTENSION**, along with supporting documents as listed in the checklist below
- **DS-7002 TRAINING/INTERNSHIP PLACEMENT PLAN – EXTENSION APPLICATION VERSION**, to be completed by your Host Organization

You should apply for a program extension at least five weeks before your original training end date. Applying too close to your end date could mean that your application is not approved in time and you will need to return home. Speak to your CIEE representative to find out about required processing times for your application.

Before you complete this application, please remember that extensions are intended to give you the opportunity to gain new and different skills from your current training. You and your Host Organization should discuss what those new skills will be and be prepared to share that information with CIEE.

Once you have submitted your application, CIEE will review your information and the new DS-7002. We will contact your Host Organization with any additional questions and then inform you of our decision. Any questions or concerns you may have during this process should be directed to the CIEE representative in your home country.

We look forward to receiving your application. In the meantime, we wish you the best of success with your training and your overall experience here in the U.S.

Sincerely,

Marjorie A. Stockford
Director
CIEE Internship USA
Professional Career Training USA



APPLICATION FOR PROGRAM EXTENSION

Applicant First Name:

Applicant Last Name:

APPLICATION CHECKLIST (Application is not complete without each of the following)

- Copy of current DS-2019 Form
- Copy of J-1 Visa
- Copy of valid passport
- Application for Program Extension (page 3-6 of this document)
- Academic Endorsement for Extension (current students only - see page 6 of this document)
- Applicant Declaration for Extension of Program (see page 6 of this document)
- Fee Disclosure Form
- New DS-7002 Training/Internship Placement Plan – Extension Version (to be completed through the CIEE Exchange Programs Online portal)



APPLICATION FOR PROGRAM EXTENSION

Applicant First Name:

Applicant Last Name:

PROGRAM/APPLICANT INFORMATION

Last Name:

Middle Name:

First Name:

Which program are you participating in?: Internship USA Professional Career Training USA

Passport Expiration Date (mm/dd/yyyy):

Passport Number:

DS-2019 Number:

APPLICANT SECTION

Original DS-2019 Start Date (mm/dd/yyyy):

Original DS-2019 End Date (mm/dd/yyyy):

Extension DS-2019 Start Date (mm/dd/yyyy): Must be the day following the original program DS-2019 end date as listed above.

Extension DS-2019 End Date (mm/dd/yyyy):

Date of Return to Home Country (mm/dd/yyyy): Must be no more than 30 days after Extension DS-2019 end date as listed above.

ACADEMIC ENDORSEMENT AND PROOF OF STUDENT STATUS (For current students ONLY)

This section must be completed by an Academic Advisor, Placement Officer, Counselor, or Department Head from your academic institution. If your academic institution will not sign the form, you must attach a letter verifying the same information.

Note to Academic Representative: Please complete in English and do not use abbreviations.

Name:

Title:

Telephone:

Email:

Name of Academic Institution:

Website:

I certify that _____ may extend his/her Internship program for an additional _____ months.

His/her academic coursework will resume on _____ (mm/dd/yyyy).

Signature:

Academic emblem or seal:

*If the Intern has graduated since the original program start, please attach a copy of the diploma.



INTERNSHIP USA/PROFESSIONAL CAREER TRAINING USA
APPLICATION FOR PROGRAM EXTENSION

Applicant First Name: _____

Applicant Last Name: _____

FEE DISCLOSURE (FEES THAT WILL BE COLLECTED BY THE CIEE AGENT, CIEE OR THE U.S. GOVERNMENT)

Fee	Amount (Please specify currency: _____)	Inclusions
Program fee	Professional Career Training USA 1 month: _____ 2 months: _____ 3 months: _____ 4 months: _____ 5 months: _____ 6 months: _____ 7 months: _____ 8 months: _____ 9 months: _____ 10 months: _____ 11 months: _____ 12 months: _____ 13 months: _____ 14 months: _____ 15 months: _____ 16 months: _____ 17 months: _____ 18 months: _____ 19 months: _____ 20 months: _____	<ul style="list-style-type: none"> - Application fee - Agent support pre-departure - U.S. Sponsor support - Orientation - Insurance Plan (for policy details visit www.ciee.org/insurance) - Screening for program - Administrative costs
SEVIS fee		- U.S. government administrative cost
Visa interview fee		- U.S. government administrative cost
Promotion		- Discount
Placement fee		- All costs related to finding a placement
Expedite fee		- Expedited forms and/or application review
Other services		
Total fees (excluding airfare, housing, & transportation)		
Flight (estimated cost)		- Round-trip airfare (this is the typical cost – actual price will depend on destination and dates selected)
Housing fee		- This is the typical cost – actual price will depend on location
Transportation fee		- This is the typical cost – actual price will depend on location



APPLICATION FOR PROGRAM EXTENSION

Applicant First Name:

Applicant Last Name:

FEE DISCLOSURE (CONTINUED)

Cancellation and refund policy:

Other program costs and pricing notes:

PARTICIPANT FEE AGREEMENT

I verify that I was provided with a copy of the CIEE Internship USA & Professional Career Training USA application, which includes the full terms and conditions for the program. I confirm that I have reviewed the complete pricing information in this document and fully understood the costs of the program before I paid a non-refundable deposit. I understand that stipends might not cover the entirety of program and living expenses and that I should have access to additional personal funds.

Except as specifically modified herein, the terms of the CIEE Internship USA & Professional Career Training USA application I previously signed remain in full force and effect.

Name Printed:

Signature:

Date (MM/DD/YYYY):





APPLICATION FOR PROGRAM EXTENSION

Applicant First Name:

Applicant Last Name:



Last name:

First name:

Middle initial:

1. What have you learned from this training experience so far both, professionally and culturally?

2. What new skills do you hope to obtain during the extension period that you did not develop during the original training period?

3. What new cultural experiences do you hope to have?

APPLICANT DECLARATION FOR EXTENSION OF PROGRAM

I certify that additional time is necessary in order to fully maximize my professional training in the U.S. I understand that all of the declarations and statements that I made on my original application continue to be in effect during the extension phase of my Internship/Training program.

Signature of Applicant:

Date:

Printed name

