

# COMPLETING THE ONLINE APPLICATION FOR AN INTERNSHIP OR TRAINEESHIP IN THE USA.



**Congratulations on securing an Internship or Traineeship in the USA.**

**In order to apply for the programme you will need to complete the online application - there are 2 separate parts to this and both are equally important!**

**Please read the information in this guide carefully - we strongly recommend you use it as a reference when completing the application**

**Once both parts are complete and signed you must email [apply@istplus.com](mailto:apply@istplus.com) to confirm**

## Getting Started

- 1. ONCE YOU HAVE COMPLETED THE FORM TO CREATE YOUR ACCOUNT ON YOUR PROGRAMME PAGE AT [ISTPLUS.COM](http://ISTPLUS.COM), OUR TEAM WILL CHECK YOUR DETAILS AND CREATE AN ACCOUNT FOR YOU WITHIN THE**
- 2. ONCE CREATED, YOU WILL RECEIVE AN EMAIL FROM [DONOTREPLY@CIEE.ORG](mailto:DONOTREPLY@CIEE.ORG) WITH YOUR LOGIN DETAILS**  
**. PLEASE ALLOW ONE WORKING DAY FOR THIS. IF YOU DO NOT RECEIVE THE LOG IN EMAIL FROM [DONOTREPLY@CIEE.ORG](mailto:DONOTREPLY@CIEE.ORG) PLEASE EMAIL [INFO@ISTPLUS.COM](mailto:INFO@ISTPLUS.COM)**
- 3. PLEASE THEN USE THE LINK TO LOG INTO YOUR BEACON ACCOUNT.**
- 4. YOU WILL NEED TO SET UP A PASSWORD.**

**THIS WILL NEED TO HAVE AN UPPER CASE LETTER, A LOWER CASE LETTER, A SPECIAL CHARACTER (SUCH AS @,£,\$ ETC) AND A NUMBER**

**Create Your Account Here**

Please enter your full name AS IT APPEARS IN YOUR PASSPORT. This will then be passed on to our team who will enter the info into create your account. Please allow 1 working day for this process as it needs to be done by humans not robots! If you are completing this form of a weekend please allow till the end of Monday for it to be processed. \*Please note all fields marked with an \* must be completed\*

First Name \* Middle Name(s) Surname (Last Name) \*

If your name includes common placenames (St, Jones)

Email \* Phone \*

If a non-US number please include full international dialling code.

Place of Birth \* Date of Birth \*

\*Please Input your Date of Birth in US style - MM/DD/YYYY. Your name must also be CAP case the job ad website. For example: John James Smith should be SMITHJJ@ISTPLUS.COM

University Name US Host Organisation Name \*

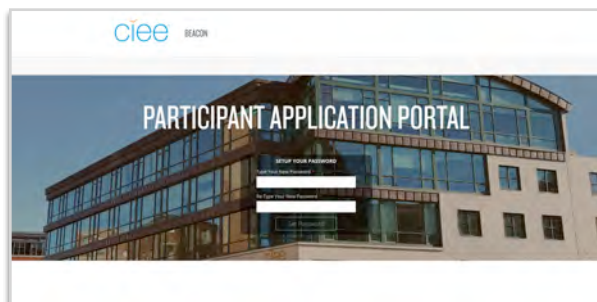
If you are applying for Career Training USA (if Trainee) you do not need to enter this information. \*This is the name of the company in the US you are planning on undertaking your internship or Career Training Programme job.\*

Please choose your Programme \*

Internship USA

\*This can be abbreviated and needs to be in US style MM/YYYY. For example: 20th December 2018 is 12/20/2018

Full Time students - Choose Internship USA. Recent graduates going to the US within 12 months of leaving school - choose Graduate Internship USA. More than 12 months out of school - 3 years' experience - choose Career Training USA.



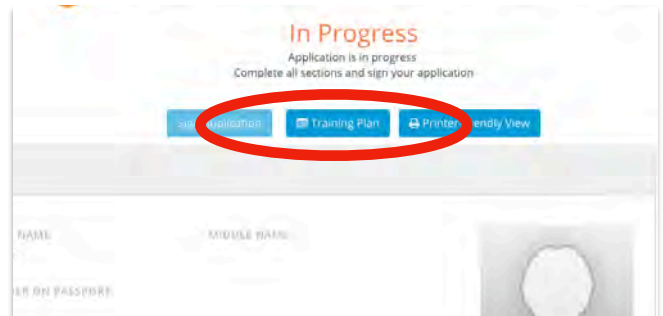
- ONCE LOGGED IN, YOU WILL BE TAKEN TO A PAGE THAT SHOWS YOUR APPLICATION - **DON'T WORRY ABOUT THE BIG WHITE SPACE AT THE SIDE IF VIEWING ON A DESKTOP - YOU'RE NOT MISSING ANY INFORMATION AS THIS IS JUST THE WAY THE SYSTEM IS DESIGNED.**



**CLICK ON “VIEW APPLICATION”**

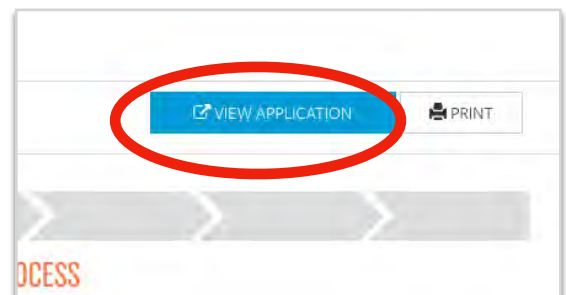
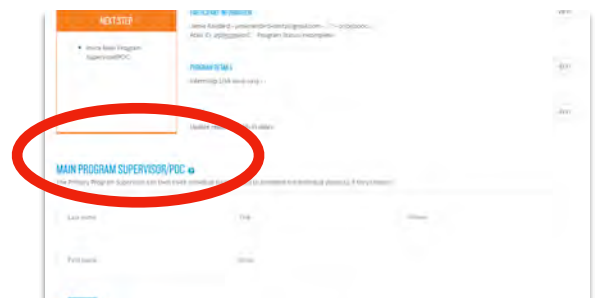


- YOU WILL THEN ARRIVE AT YOUR PROGRAMME APPLICATION. ON THIS PAGE YOU WILL BE ABLE TO ENTER ALL YOUR INFORMATION AS WELL AS UPLOAD YOUR SUPPORTING DOCUMENTS.
- FIRST YOU NEED TO CLICK ON ‘TRAINING PLAN’ TO GO TO THE PAGE WHERE YOU CAN INVITE THE SUPERVISOR AT YOUR US HOST COMPANY TO COMPLETE YOUR ONLINE DS-7002



## Invite your US Supervisor to complete the DS-7002 Online Training Plan

- ON THIS PAGE YOU WILL BE ABLE TO CLICK “INVITE” AND THEN ENTER THE NAME AND EMAIL OF YOUR US SUPERVISOR (MAKE SURE YOU SPELL THE EMAIL CORRECTLY OR THEY WON'T RECEIVE THE INVITATION VIA EMAIL!)
- YOUR US SUPERVISOR WILL THEN RECEIVE AN EMAIL FROM [DONOTREPLY@CIEE.ORG](mailto:DONOTREPLY@CIEE.ORG) REQUESTING THEY LOG IN AND COMPLETE THE ONLINE DS-7002 FOR YOU
- YOU MAY WANT TO EMAIL THEM TO LET THEM KNOW TO EXPECT THIS.
- YOU WILL THEN NEED TO CLICK ON “VIEW APPLICATION” TO RETURN TO YOUR PART OF THE APPLICATION



## Understanding the Icons on your Application

Once a section shows a green tick it has been completed.



If a section shows a yellow circle with 3 dots it still needs to be completed



If a section shows a grey arrow it has not yet been started!



## The Difference between YOUR part of the application and the online DS-7002 Training Plan

**Your part of the application is designed to show information about you** - biographical information such as date of birth, nationality etc., as well as sections where you need to show eligibility (such as proof of student status or required experience to undertake a J1 Programme).

**All parts of the online application need to be completed** and certain supporting documents (such as a passport ID page) need to be uploaded.

Once this is complete you can sign off on this part!

**As well as this though there is the online DS-7002** - once you've invited your US host Company supervisor to complete this they will then fill out all the required sections - these are designed to show you will not be filling a labour need, but will be learning and benefiting from the experience at their organisation.

Once they have completed and signed your online DS-7002 you will receive an email from [donotreply@ciee.org](mailto:donotreply@ciee.org) asking you to log in and sign off on your Training Plan.

**Once you have done this you should check all parts of your own application and (if not already done) sign this off as well.**

**It is then VITAL you email [apply@istplus.com](mailto:apply@istplus.com) to confirm this has been done. We will then review and start the process for you.**

## PERSONAL INFORMATION

1. CLICK ON THE **BLUE** START BUTTON
2. THIS WILL OPEN UP THE SECTION AND YOU CAN ENTER YOUR PERSONAL INFORMATION
3. IT IS VITAL THIS INFORMATION IS AS IT APPEARS IN YOUR PASSPORT
4. YOU WILL ALSO NEED TO UPLOAD A PICTURE OR COPY OF THE ID PAGE OF YOUR PASSPORT (PLEASE MAKE SURE ALL THE DETAILS ARE CLEARLY LEGIBLE).



**YOU DO NOT NEED TO UPLOAD A PICTURE OF THE DOUBLE PAGE AS SHOWN IN THE EXAMPLE ON THE PAGE - JUST THE ID SECTION WITH YOUR PHOTO AND ALL OTHER DETAILS IS FINE!**

**ONCE COMPLETED PLEASE CLICK “SAVE AND CLOSE”**

## CONTACT INFORMATION

1. PLEASE ENTER YOUR EMAIL ADDRESS - IF THIS ALREADY SHOWS PLEASE MAKE SURE IT IS THE ONE YOU WILL BE CONTACTABLE ON THROUGHOUT YOUR TIME IN THE USA
2. IF YOU HAVE A SKYPE ID PLEASE ENTER IT
3. YOU DO NOT NEED TO ENTER ANY SOCIAL MEDIA ACCOUNT INFO - HOWEVER IF YOU ARE ON WHATSAPP WE MAY WISH TO CONTACT YOU FOR A VIDEO CALL VIA THIS
4. ENTER YOUR MAIN HOME ADDRESS - IF YOUR MAILING ADDRESS IS DIFFERENT PLEASE ENTER THIS AS WE WILL USE THIS ADDRESS WHEN SENDING YOU YOUR LEGAL DOCUMENTS
5. EMERGENCY CONTACT - PLEASE ENTER THE DETAILS FOR SOMEONE OUTSIDE THE USA WHO WE CAN CONTACT IN CASE OF EMERGENCY



**ONCE COMPLETED PLEASE CLICK “SAVE AND CLOSE”**

## DEPENDENTS

1. IN ALMOST ALL CASES THE ANSWER TO THIS SECTION WILL BE “NO”.
2. IF HOWEVER YOU ARE PLANNING ON BRINGING A PARTNER OR CHILD TO THE US AS PART OF YOUR PROGRAMME YOU CAN ENTER THIS INFORMATION HERE. PLEASE CONTACT IST PLUS FOR FURTHER DETAILS

ONCE COMPLETED PLEASE CLICK “SAVE AND CLOSE”

The screenshot shows the 'DEPENDENTS' section of the application. It asks, 'Will a dependent be accompanying you to the US for your program?' with 'Yes' and 'No' radio buttons. Below this, it explains that a dependent is a spouse or unmarried child under 21 years of age. It lists requirements for a J-2 dependent, including a DS-2019 form, a copy of a valid passport, and proof of financial support. There are links for 'Dependent Child Application' and 'Dependent Spouse Application'.

## EDUCATION

1. “ARE YOU CURRENTLY ENROLLED AT AN ACADEMIC INSTITUTION WHICH GRANTS POST-SECONDARY DEGREES OR PROFESSIONAL CERTIFICATES?”

IF YOU ARE AT UNIVERSITY OR EQUIVALENT LEVEL THE ANSWER TO THIS IS YES.

IF YOU ARE A RECENT GRADUATE YOU WILL BE PROMPTED WHEN YOU TICK “NO”

2. YOU WILL THEN BE REQUIRED TO ENTER THE INFORMATION AND DETAILS OF YOUR UNIVERSITY OF COLLEGE. IF THIS IS NOT ON THE LIST PLEASE FOLLOW THE INSTRUCTIONS AND ENTER THESE MANUALLY
3. YOU WILL ALSO NEED TO UPLOAD PROOF OF STUDENT STATUS.

\*\*\*IF YOU HAVE NOT ALREADY DOWNLOADED THIS FROM THE ISTPLUS WEBSITE OR RECEIVED IT VIA EMAIL YOU CAN DOWNLOAD A TEMPLATE FROM THE “DOCUMENTS SECTION” AT THE BOTTOM OF THE ONLINE APPLICATION.\*\*\*

ONCE COMPLETED PLEASE CLICK “SAVE AND CLOSE”

The screenshot shows the 'EDUCATION' section. It asks, 'Are you currently enrolled at an academic institution which grants post-secondary degrees or professional certificates?' with 'Yes' and 'No' radio buttons. At the bottom, there are 'Save', 'Save & Close', and 'Close' buttons.

The screenshot shows the 'HIGHER EDUCATION INSTITUTION' section. It asks, 'At least one higher education institution is required.' and has an 'Add Higher Education Institution' button. Below this, it asks for 'PROOF OF STUDENT STATUS' and lists requirements: 'Do official school letterhead', 'Signed and stamped by school official', 'Typed in English', 'Date coursework began for this degree/certificate program', and 'Confirmation of your current enrollment at the institution'. There is an 'Upload Proof of Student Status' button.

## WORK EXPERIENCE

1. IN THIS SECTION YOU CAN ENTER THE DETAILS OF ANY PREVIOUS WORK EXPERIENCE YOU HAVE.
2. SHOULD YOU WISH TO ENTER MORE THAN ONE COMPANY AND JOB YOU MAY DO SO BY CLICKING THE “ADD WORK EXPERIENCE” BUTTON AFTER EACH ENTRY.



**ONCE COMPLETED PLEASE CLICK “SAVE AND CLOSE”**

## PREVIOUS VISA INFORMATION

1. IF YOU HAVE PREVIOUSLY BEEN ON A J1 VISA PROGRAMME YOU WILL NEED TO ADD THE DETAILS HERE BY CLICKING “YES” - THEN CLICK “EDIT” TO ADD THE DETAILS
2. “HAVE YOU EVER APPLIED FOR A VISA TO IMMIGRATE TO THE U.S”? YOU SHOULD ONLY ANSWER YES IF YOU HAVE APPLIED TO MOVE FULL TIME TO THE US AND LIVE THERE. PREVIOUS J1 VISAS OR OTHER TEMPORARY VISAS DO NOT APPLY
3. IF YOU HAVE PREVIOUSLY BEEN REFUSED A VISA BY THE US EMBASSY PLEASE CONTACT US FOR DETAILS AS YOU MAY NEED TO PROVIDE ADDITIONAL INFORMATION
4. IF YOU HAVE EVER BEEN ARRESTED OR CONVICTED OF A CRIME IN YOUR HOME COUNTRY YOU WILL NEED TO SHOW THE US EMBASSY A SUITABLE POLICE CERTIFICATE SHOWING THE DETAILS OF THIS. FOR UK NATIONALS YOU WILL REQUIRE AN ACRO CERTIFICATE.



\*You can see details on the ACPO and other requirements for the US Embassy at <https://uk.usembassy.gov/visas/ineligibilities-and-waivers-2/arrest-caution-conviction>

**ONCE COMPLETED PLEASE CLICK “SAVE AND CLOSE”**

# PERSONAL STATEMENT AND DECLARATION

1. IN THIS SECTION YOU WILL NEED TO COMPLETE ALL BOXES, SHOWING WHAT EXPERIENCE YOU HAVE THAT HAS PREPARED YOU FOR THIS EXPERIENCE AND WHAT YOU HOPE TO GAIN FROM THE PROGRAMME.
2. PLEASE NOTE ALL BOXES ARE REQUIRED.
3. ONCE COMPLETED, PLEASE SIGN AND DATE THE “APPLICANT DECLARATION OF INTENT”



**ONCE COMPLETED PLEASE CLICK “SAVE AND CLOSE”**

# FINANCIAL INFORMATION

1. IF YOUR INTERNSHIP OR TRAINEESHIP WILL PAY YOU MORE THAN \$1000 US DOLLARS/ MONTH PLEASE CHECK THE FIRST BOX AND THEN SAVE AND CLOSE
2. IF YOUR INTERNSHIP IS UNPAID YOU WILL NEED TO EITHER UPLOAD A BANK STATEMENT SHOWING YOU HAVE ENOUGH AVAILABLE FUNDS IN YOUR ACCOUNT TO COVER YOUR TIME IN THE US. OR UPLOAD A SIGNED COPY OF THE FINANCIAL GUARANTOR LETTER (AVAILABLE TO DOWNLOAD FORM DOCUMENTS AT THE BOTTOM OF THE PAGE OR FRM YOUR SPECIFIC PROGRAMME PAGE AT [ISTPLUS.COM](http://ISTPLUS.COM)).



**ONCE COMPLETED PLEASE CLICK “SAVE AND CLOSE”**

**ONCE ALL SECTIONS SHOW A GREEN TICK YOU WILL BE ABLE TO SIGN THIS PART OF THE ONCE**

# ENGLISH ABILITY

1. IF YOU ARE NOT A NATIVE ENGLISH SPEAKER YOU WILL NEED TO UPLOAD EITHER A COPY OF AN ENGLISH TEST CERTIFICATE (FROM THE PAST 2 YEARS) OR THE PROOF OF ENGLISH LANGUAGE ABILITY FORM. THIS IS AVAILABLE FROM YOUR PROGRAMME PAGE AT [ISTPLUS.COM](http://ISTPLUS.COM) OR FROM THE DOCUMENTS SECTION AT THE BOTTOM OF THE PAGE. **YOUR UNIVERSITY TUTOR IS ABLE TO COMPLETE THIS FOR YOU.**



**ONCE COMPLETED PLEASE CLICK “SAVE AND CLOSE”**

## HEALTH INFORMATION

1. PLEASE ENTER ALL INFORMATION AS ACCURATELY AND HONESTLY AS YOU CAN.

ONCE COMPLETED PLEASE CLICK “SAVE AND CLOSE”

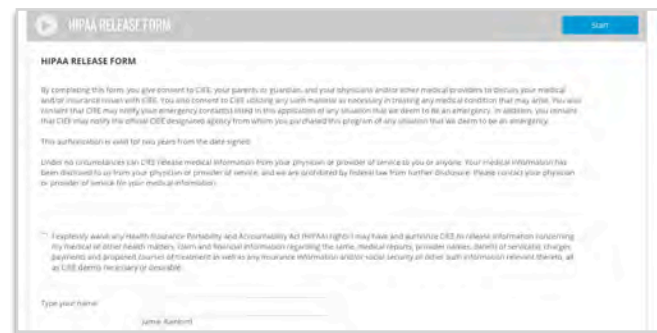


The screenshot shows the 'FINANCIAL INFORMATION' section of an application form. It includes a 'Start' button in the top right corner. Below the title, there is a paragraph of text explaining the financial requirements for staying in the U.S. and a list of three radio button options for funding. At the bottom of the form, there are three buttons: 'Start', 'Save & Close', and 'Close'. Below this section are two more sections, 'ENGLISH ABILITY' and 'HEALTH INFORMATION', each with its own 'Start' button.

## HIPAA RELEASE FORM

1. IF SOMETHING HAPPENS TO YOU IN THE USA, THE HOSPITAL WILL NEED TO BE ABLE TO SPEAK TO CITE FOR INSURANCE PURPOSES - AS WELL AS GIVING THEM INFORMATION IN CASE OF EMERGENCY. PLEASE TICK THE BOX AND TYPE YOUR NAME AND DATE

ONCE COMPLETED PLEASE CLICK “SAVE AND CLOSE”



The screenshot shows the 'HIPAA RELEASE FORM' section. It has a 'Start' button in the top right. The form contains several paragraphs of text explaining the release of medical information. At the bottom, there is a text input field labeled 'Type your name:' with the name 'James Kimbrell' entered.

## SIGNING YOUR APPLICATION

ONCE ALL SECTIONS SHOW A GREEN TICK YOU WILL BE ABLE TO SIGN THIS PART OF THE APPLICATION.  
TO DO THIS PLEASE CLICK ON THE “SIGN APPLICATION” BUTTON AT THE TOP OF THE PAGE



Sign Application



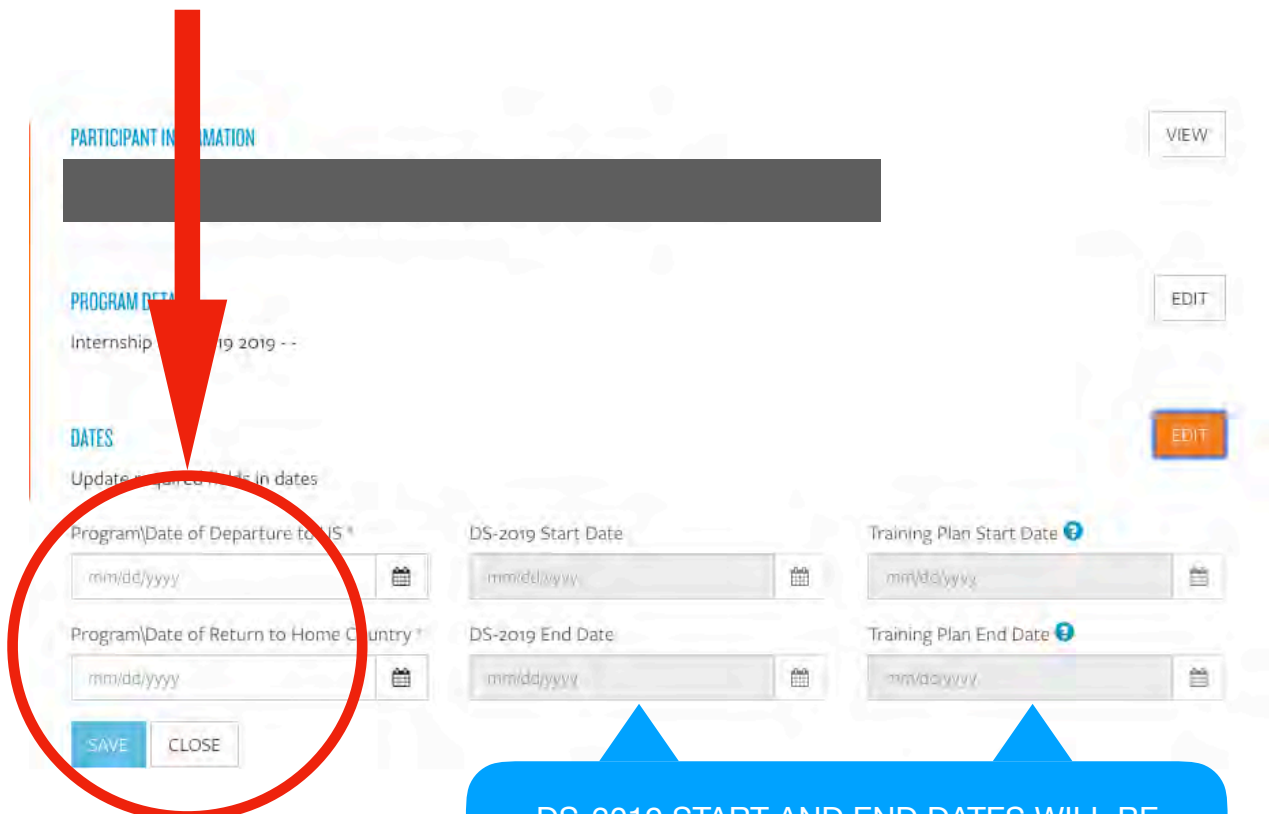
# THE DS-7002 TRAINING PLAN (TIPP)

**REMEMBER - YOU ALSO NEED TO SIGN OFF ON YOUR COMPLETED DS-7002 TRAINING PLAN ONCE THIS HAS BEEN COMPLETED AND SIGNED BY YOUR HOST COMPANY**

ONCE YOUR ONLINE TRAINING PLAN HAS BEEN COMPLETED AND SIGNED YOU WILL RECEIVE AN EMAIL FROM CIEE ASKING YOU TO LOG IN AND SIGN THIS PART. AT ANY POINT DURING THE PROCESS YOU CAN VIEW YOUR ONLINE TRAINING PLAN BY CLICKING ON THE "TRAINING PLAN" BUTTON AT THE TOP OF YOUR APPLICATION PAGE. MUCH OF THE DATA WILL BE AUTO GENERATED FROM YOUR OWN PART OF THE APPLICATION BUT PLEASE READ THE INFORMATION BELOW CAREFULLY.

 Training Plan

ON THIS PAGE YOU WILL NEED TO ENTER YOUR INTENDED PROGRAM\ DATE OF DEPARTURE AND YOUR PROGRAM\ DATE OF RETURN TO HOME COUNTRY. WE STRONGLY ADVISE YOU WAIT UNTIL YOUR HOSTS HAVE COMPLETED THE TRAINING PLAN BEFORE YOU DO THIS.



The screenshot shows the 'DATES' section of the application form. A red arrow points to the 'DATES' header. A red circle highlights the 'Program\Date of Departure to US' and 'Program\Date of Return to Home Country' fields. A blue callout box explains that DS-2019 start and end dates are auto-generated and cannot be edited.

| Field                                    | Value      | Editable |
|--|------------|----------|
| Program\Date of Departure to US *        | mm/dd/yyyy | No       |
| Program\Date of Return to Home Country * | mm/dd/yyyy | No       |
| DS-2019 Start Date                       | mm/dd/yyyy | No       |
| DS-2019 End Date                         | mm/dd/yyyy | No       |
| Training Plan Start Date                 | mm/dd/yyyy | Yes      |
| Training Plan End Date                   | mm/dd/yyyy | Yes      |

DS-2019 START AND END DATES WILL BE GENERATED BY THE ONLINE TRAINING PLAN YOUR HOST COMPANY ENTERS FOR TRAINING PLAN START AND END. YOU ARE UNABLE TO EDIT THESE.

**Once all parts of your application (including your online DS-7002 and personal application) have been completed and signed you **MUST** email [apply@istplus.com](mailto:apply@istplus.com) to confirm.**

**If you do not do this your application will be delayed**

**If you have any questions about the application please email [apply@istplus.com](mailto:apply@istplus.com) giving your full name**