



Manual for the internship visa program of the Fulbright Center

Introduction

To gain work experience by doing an internship at a US company or non-profit organization is very useful. It may be a strong selling point if you are seeking a job once you have completed your academic program. To work in the US is illegal without proper permission. The federal government is rather strict in allowing non-US citizens to gain work experience in the US. This makes it difficult to get the proper visa to do your internship. A small number of large companies and other organizations have the so called 'sponsor status', which means they can issue the documents which are needed to apply for a visa. However, if you have not found an internship position at one of these sponsors, then your alternative is to take part in a visa internship program, such as the one the Fulbright Center offers. The Center's partner CIEE is the largest provider of this service in the US and has many years of experience. The Fulbright Center offers this program in The Netherlands to Dutch citizens, as well as to non-Dutch citizens who reside in the country temporarily, and are enrolled at a Dutch institution of higher learning. The service provided is not free of charge, but the fees are the lowest in the country.

Requirements for participation

- You must be enrolled as a full time student at a recognized institute of higher learning in The Netherlands (*universiteit* or *hogeschool*), or be enrolled at a vocational training institution (*Regionaal Opleidingscentrum / ROC*) and be studying at level 4 of the *MBO* school in order to be eligible.
- You may also participate if you complete your studies at the aforementioned institutions this year or have completed your program no more than twelve months before your internship period in the US starts.
- You must ensure that your internship activities are part of your academic program in The Netherlands and fit with your academic level and possible work experience. This must be shown on the DS-7002 form.
- You may start your internship period at any moment of the year.
- You will work at least 32 hours a week during your internship period.
- You will arrange your own accommodation in the US.
- Your host organization must have at least 5 full-time employees per intern and must have an active Worker's Compensation Insurance policy to which you will be added
- For some disciplines or fields of work there are additional demands. Please find them below.

There is no deadline, so you can apply the whole year round. Please take an issuing period of at least six weeks into consideration. This period starts after the Fulbright Center has received your complete application, and the participation fee.

Additional requirements for students in agriculture, research, tourism, hospitality, psychology and physiotherapy

Hospitality and tourism: you must be able to show that you will receive actual bona fide training. On the DS-7002 form, you must describe at least two training phases. If your internship is longer than six months, then you must describe at least three training phases. Unskilled labor is not allowed. Internship providers (e.g. hotels) need to show that they carry at least three stars on the AAA or Mobil ranking list.

Important information: <https://www.ciee.org/intern/resources/training-hospitality.aspx>

Agriculture: work may include the observation of animal care. Tasks that are qualified as unskilled labor may not take more than 20% of the total work load.

Important information: <https://www.ciee.org/intern/resources/training-agriculture.aspx>

Research: the emphasis of your work must be on training and methodology. You will not be allowed to do actual scientific research.

Psychology, physiotherapy and other hands-on disciplines: you are only allowed to observe or do administrative work. You may not be responsible for the care and health of persons or animals.

Exclusions

Certain categories of work are excluded from the program and may therefore not be carried out: home and family maintenance work (au pair, cleaning); work at an home office; door-to-door sales activities; working in fast food chains and convenience stores; intermediary labor agencies; teaching at schools at all levels; aviation; construction and building; casinos and shops that are not part of a chain; hotels without any service; work whereby contact with patient or clients is necessary (medical and para-medical activities).

Time limits

Your stay may be no more than twelve continuous months. You can not split your stay into two or more shorter periods. The form needed to request your visa at the US Consulate (the so called DS-2019 form) indicated both the first and the last date of your stay. It is possible to extend your stay, but you must apply for the extension at least eight weeks before the end date given on the DS-2019 form.

Participant fees

The cost of participation is dependent on the length of stay. The duration of your stay, and hence the participation fee, will be calculated on the basis of the date of entry into the United States and the date you leave the U.S. Please note that the Fulbright Center may change the fee, due to changing circumstances (e.g. exchange rate fluctuation, increased costs etc.). Once you have been accepted in the program and have received a payment request, the fee will remain unchanged.

Fees for interns (students still studying while abroad)

1 or 3 months:	€ 1.325	7 months:	€ 1.663	11 months:	€ 2.018
4 months:	€ 1.395	8 months:	€ 1.760	12 months:	€ 2.104
5 months:	€ 1.531	9 months:	€ 1.836	13 months:	€ 2.191
6 months:	€ 1.617	10 months:	€ 1.932	14 months:	€ 2.276

What is included?

- Use of the documentation center of the Fulbright Center
- Cost of the SEVIS registration (mandatory)
- Cost of health insurance during the stay (mandatory)
- Issuance of proper documents to request visa (DS-2019 form)
- Handbook

SEVIS: the federal government has developed a system for the registration and monitoring of international students during their stay in the US. All international students must be registered in this Student and Exchange Visitor System before the most important form, the DS-2019, can be issued. The cost of registration is \$ 180 which is included in the program fee. The registration itself is carried out by the partner organization of the Fulbright Center in the US, the CIEE. Each participant must notify CIEE of any change that needs to be recorded in SEVIS, such as a change of address, work / internship provider or of residence status.

Health insurance: the participant **MUST** be insured against the cost of illness under US coverage. This insurance is required and included in the fee.

Costs not included

The following costs are to be paid by the participant:

- The cost of the visa itself, to be paid to the US Consulate in Amsterdam when making the appointment: \$ 160 (approx. € 148 - Jan. 2016).
- Costs for making passport pictures in USA standard size
- International travel, travel to/from work and room and board while in the US.

Finding an internship position

The Fulbright Center cannot assist in finding an internship position and does not act as an intermediary between internship providers and students. The following suggestions may help to find an internship position:

- Ask your teacher for contacts in the US. This is usually the most successful way.
- If your teacher cannot help, ask your internship coordinator at your faculty or department.
- Your international office may be of assistance as well. They may direct you to (online) databases.
- Your family or friends may be of help as well. Do not hesitate to ask.
- The Fulbright Center has a documentation center with books and overviews of organizations offering internship positions. Make an appointment via the website to visit the Center: www.fulbright.nl / *afspraak maken*.
- Use the following link to find a placement:
<http://www.ciee.org/intern/find/opportunities.aspx>

Please note that the internship position must be approved by the Fulbright Center as well as by CIEE. Your application will not be approved unless approval has been given.

How to apply?

In order to apply for participation, you must take the following steps:

Step 1: Arrange an internship position in the US

Step 2: Fill out the CIEE Participant Program Application

You will find the pdf here:

<http://fulbright.nl/media/Map%20Stage/CIEE2017NLApplication.pdf>

It consists of the following parts (you may have to add attachments to some parts):

- **Financial Security Statement:** you must show that you have a minimum amount available of \$ 1000 per month during your internship period. This can be done in different ways: a copy of a bank statement; salary from your internship (as shown on DS-7002); a letter from your parents or other family members that they will vouch for you, i.e. guarantee that they will provide the money if necessary including a copy of their bank statement showing sufficient funds to act as guarantor. Add these documents to your completed Participant Program Application and send them to the Fulbright Center.
- **Proof of proficiency in English:** you must be able to speak and understand English well enough to be able to work in the US at the required level. You can show proficiency in a variety of ways: by completing a language test such as the TOEFL; a letter of reference by your teacher; a phone interview with a CIEE representative; an official transcript of grades of your university or school in The Netherlands. Add the proof to your application.
- **Passport:** make a copy of the photo-page and name in your (valid) passport and add it to the application package.
- **Proof of Academic Status and Academic Endorsement:** a statement from your university or school as proof of your registration as a full time student, and to show that you will return to complete your academic program. The standard form must be completed by an official of your university or school and must be written in English. The form must be signed, and carry an official stamp including a signature.
- **Applicant Résumé:** a copy of your curriculum vitae.
- **Terms and Conditions form.** Read this form carefully, sign and date it.
- **Medical History and Privacy Release form:** sign and date
- **Fee disclosure form:** sign and date
- **Intern Review form:** do NOT fill out this form. Please send an e-mail with your answers to the three questions on the form to r.saya@fulbright.nl.

Step 3: After receiving your application, Fulbright Center will enter you into the database and CIEE will send you a link and explanation on how to invite your host organization to fill out the DS-7002.

Step 4: Pay your participation fee to the Fulbright Center

Transfer the total amount of the participation fee to the Fulbright Center at the same time as sending in your application forms. Please transfer the amount to ABN AMRO Bank number 54.37.74.562 of the Neth. America Com. Educ. Exch., (abbreviation of our official name) in Amsterdam. Please mention 'internship program'. Please send an e-mail to

r.saya@fulbright.nl no later than one day after making the transfer, to inform that you made the payment. The Center's accountant will then check if the fee has been received.

Step 5: When the application and DS-7002 are completed and the payment has been received, the Fulbright Center checks the documents and forwards them to CIEE. If parts are missing, you will be informed which parts need to be completed. As soon as CIEE approves your internship application and your host organization, then CIEE will send the DS-2019 form and health insurance materials to the Fulbright Center. The Center will check the DS-2019 form for mistakes. If everything is okay, you will be informed by e-mail that it has arrived and that you can make your appointment with the consulate.

Site visit: CIEE checks the company or organization where you plan to do your internship. If there has not been an intern before at the company, then CIEE will pay a site visit. A visit will also be made if the company or organizations employs less than 25 people or has less than \$ 3 million income. A site visit will add two weeks of processing time to your application, and you will be required to pay an amount of \$ 195 to cover the cost of the visit. This is in addition to the program fee. As soon as CIEE decides it has to pay a site visit, it will inform the Fulbright Center. You will then receive an invoice for the equivalent of \$ 195 in euro's, based on the exchange rate of the date of invoice. If you wish to avoid these extra costs, make sure you find an internship provider that has more than 25 employees and/or an income above the 3 million US dollar limit.

If CIEE does not approve your application for whatever reason, you will be informed immediately. This may be because CIEE decides that your internship position does not comply with the conditions; or because the work you plan to do falls outside the scope of the program. Please read the restitution policy at the end of this manual carefully. To avoid any disappointments, it is strongly advised to make sure you meet all conditions.

Step 6: Apply for your visa

The DS-2019 is the most essential document to apply for a visa. Make an appointment at the US Consulate in Amsterdam once you have received the message from the Fulbright Center that this form has arrived.

Total cost summary

The total costs of taking part in the visa internship program are dependent on the length of your stay and your status ('intern' or 'trainee'). Here is an overview of the costs you will be confronted with:

- Participation fee - between € 1.325 and € 2.276, depending on length of stay
- In case of a site visit: the equivalent of \$ 215 in euro's (exchange rate of day of announcement)
- Costs of making an appointment at the US Consulate: € 148

Questions?

If you have any questions, you may call the Fulbright Center on working days between 9:00 AM and 4:00 PM at 020-531 5930. E-mail questions sent to r.saya@fulbright.nl will usually be answered within two working days.