



**\*\*IMPORTANT INFORMATION  
PLEASE READ IMMEDIATELY\*\***

## **INTERNSHIP U.S.A APPLICATION INSTRUCTIONS**

Thank you for applying for Internship U.S.A. In order to help us process your application there are certain things you must make sure of before sending it to IST Plus!

**\*PLEASE NOTE INCOMPLETE APPLICATIONS CAN NOT BE PROCESSED AND WILL RESULT IN EXTENSIVE DELAYS\***

**PLEASE COMPLETE YOUR APPLICATION AS A WORD DOCUMENT – THEN PRINT OUT AND SIGN WHERE NECESSARY**

1. PLEASE MAKE SURE ALL DATES ARE IN **U.S.A FORMAT – MM/DD/YYYY.**
2. **WE NEED ALL DATES – WHEN YOU PLAN TO TRAVEL TO THE U.S.A, START THE INTERNSHIP, END THE INTERNSHIP AND RETURN HOME.**
3. PLEASE CHECK YOUR APPLICATION AND MAKE SURE YOU HAVE SIGNED EVERYWHERE REQUIRED – **IF WE ARE MISSING EVEN ONE SIGNATURE WE CAN NOT START THE PROCESS.**
4. PLEASE MAKE SURE YOU ALLOW **ENOUGH TIME** FOR US TO PROCESS YOUR APPLICATION – **6 WEEKS PRIOR TO YOUR INTENDED DEPARTURE DATE** IS THE MINIMUM YOU SHOULD ALLOW.
5. MAKE SURE YOUR PASSPORT IS VALID FOR **AT LEAST 6 MONTHS AFTER THE DATE YOU PLAN TO RETURN FROM THE U.S.A.**
6. MAKE SURE YOUR **UNIVERSITY** HAVE EITHER **SIGNED AND STAMPED** YOUR APPLICATION, OR YOU HAVE A LETTER ON **HEADED PAPER** CONFIRMING YOUR STUDENT STATUS\*\*\* IF YOU ARE A RECENT GRADUATE WE WILL NEED **PROOF OF DEGREE STATUS.**
7. MAKE SURE YOU HAVE SIGNED AND INITIALLED **THE PRIVACY, HIPPA AND CONFIDENTIALITY RELEASE FORM.**
8. PLEASE INCLUDE YOUR RESUME ON **A4 PAPER.**
9. PLEASE **DO NOT USE STAPLES ANYWHERE** ON YOUR APPLICATION.
10. PLEASE MAKE SURE YOU HAVE THE **CORRECT FEE** INCLUDED IN YOUR APPLICATION – IF YOU WISH TO PAY BY CARD YOU MUST PUT A COVERING LETTER IN WITH YOUR DOCUMENTS AND WE WILL CONTACT YOU TO TAKE PAYMENT.
11. **PLEASE MAKE SURE YOU HAVE YOUR COMPLETED TRAINING/ INTERNSHIP PLACEMENT PLAN (DS-7002) FROM YOUR HOST COMPANY SIGNED BY BOTH THEM AND YOU ON THE TOP PAGE (UNDER CONTRACT AGREEMENT)\*\***

If you have not received a **Training/Placement Plan** from either your university or Host Company, please direct them to [www.ciee.org/trainee/newhc](http://www.ciee.org/trainee/newhc), where they can download and complete their part of your application! **It is a LEGAL requirement that we have this with your application!**

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**UNDER U.S DEPARTMENT OF STATE REGULATIONS THE HOST COMPANY IN THE U.S.A MUST COMPLETE ALL FIELDS ON THE FINAL PAGE OF THE DS-7002. THIS IS MARKED "ADDITIONAL HOST ORGANIZATION INFORMATION".  
IF ANY OF THESE FIELDS ARE LEFT BLANK WE CAN NOT PROCESS YOUR APPLICATION!**

PLEASE SEE PAGE TWO FOR FURTHER INSTRUCTIONS....

**Once you have both parts of the application completed, it is a good idea to make a copy of all your documents BEFORE sending them to IST PLUS.**

Once you have sent your application, please allow **7 working days** before requesting an update on its status – **FOR SECURITY REASONS YOU CAN ONLY DO THIS BY EMAIL** to [info@istplus.com](mailto:info@istplus.com) (please make sure to send the email from the email address you provided us with on your application).

We will contact you VIA EMAIL **within 4 working days** of receiving your application if any parts are missing or we require further information from you.

**\*\*\*AGAIN – PLEASE REMEMBER THAT APPLICATIONS MISSING DOCUMENTS OR INFORMATION WILL BE SUBJECT TO EXTENSIVE DELAY!\*\*\***

**FINAL CHECKLIST:**

1. **COMPLETED PARTICIPANT APPLICATION – WITH SIGNATURES WHERE REQUIRED**
2. **PHOTOCOPY OF PASSPORT I.D PAGE**
3. **UNIVERSITY SIGNATURE AND STAMP/ LETTER ON HEADED PAPER OR PROOF OF QUALIFICATION\*\* RECENT GRADUATES ONLY**
4. **CV OR RESUME ON A4 PAPER**
5. **COMPLETED TRAINING/ INTERNSHIP PLACEMENT PLAN (DS-7002) SIGNED BY BOTH YOU AND YOUR HOST COMPANY REPRESENTATIVE.** PLEASE ALSO MAKE SURE ADDITIONAL HOST ORGANIZATION INFORMATION (FINAL PAGE) IS COMPLETE
6. **CORRECT FEE PAYABLE BY CHEQUE TO IST PLUS.** PLEASE MAKE SURE YOU PUT YOUR NAME AND PROGRAMME (ie; INTERNSHIP USA) ON THE BACK OF YOUR CHEQUE. **FOR INFORMATION ON FEES PLEASE SEE OUR WEBSITE OR EMAIL [info@istplus.com](mailto:info@istplus.com)**

**\*\*Please remember to put in a covering letter if you wish to pay by card\*\***

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When you have your application complete, please send to:

**INTERNSHIP USA PROGRAMME  
IST PLUS  
ROSEDALE HOUSE  
ROSEDALE ROAD  
RICHMOND  
TW9 2SZ**

**PLEASE NOTE ONCE AN APPLICATION IS RECEIVED ALL COMMUNICATION WILL BE VIA EMAIL – SO PLEASE CHECK YOURS REGULARLY!!**

If you have any questions, please feel free to email them to [info@istplus.com](mailto:info@istplus.com)

**Good luck!**

**The IST Plus USA Team**