



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

**PROFESSIONAL CAREER TRAINING U.S.A  
APPLICATION INSTRUCTIONS**

Thank you for applying for **PROFESSIONAL CAREER TRAINING 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 TRAINEESHIP, END THE TRAINEESHIP 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\* PLEASE ALLOW AN EXTRA 4 WEEKS IF YOUR HOST COMPANY REQUIRES A SITE VISIT.
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 YOU INCLUDE A COPY OF YOUR DEGREE (OR EQUIVALENT) CERTIFICATE AND AT LEAST TWO REFERENCE LETTERS.
7. **PLEASE NOTE WE WILL SIGN AND AUTHORIZE YOUR INTERVIEW FORM – WE SHALL CONTACT YOU IF NECESSARY.**
8. MAKE SURE YOU HAVE SIGNED AND INITIALLED **THE PRIVACY, HIPPA AND CONFIDENTIALITY RELEASE FORM.**
9. PLEASE INCLUDE YOUR RESUME ON **A4 PAPER.**
10. PLEASE **DO NOT USE STAPLES ANYWHERE** ON YOUR APPLICATION.
11. 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.
12. **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 your 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. COPY OF DEGREE CERTIFICATE OR EQUIVALENT
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: PCT 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:

PCT 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**