



TRAINEE PROGRAMS IN USA Application Procedure

For those without a host company:

STAGE 1 – Application

1. Find out the latest available positions by emailing info@intrinsic.com.hk.
2. If you find an opening that you are interested in, please fill out an application form which can be downloaded from www.intrinsic.com.hk
3. Submit ALL of the following documents together with the complete application form by mail or in person.
 - (a) Non-refundable Administration Fee of HKD100 for HK and Macau residents; HKD500 for others
 - You can pay by bank transfer to our HSBC a/c, then send us the transfer receipt; or
 - You can mail a check payable to “Intrinsic – for students and youth”
 - (b) 2 recent passport-size photos
 - (c) ID card copy
 - For students studying in HK, please provide us with your HKID card
 - For students studying in Macau or China, please provide us with your Macau or China ID card
 - (d) Passport copy (only the page containing your picture and personal data)
 - Valid for at least 6 months beyond program return date
 - (e) Student ID card copy (if applicable)
 - (f) Copy of English public exam result (HKALE / HKCEE / TOEFL / IELTS / PETS / University Entrance Test...etc)
 - For those who are not able to provide any of them, please submit an explanation letter
 - (g) A certified copy of academic transcript translated into English
 - (h) Student Status Proof OR recent Employer’s reference letter
 - Student Status Proof: This is a document which can be obtained from your school officials such as the Student Affair Offices, to certify your student status.
 - (i) Resume
 - (j) Previous U.S. visa (if any): If you have applied for a J-1 visa before, please also provide us with a copy of your previous DS-2019 form
3. You will be informed of the Selection details via email within 14 days after submitting the online application and relevant documents.

STAGE 2 – Candidate Selection

1. Selection will be required for all applicants of the Internship Program and the Professional Career Training Program to ensure basic program suitability and proper motivation and intent.
2. You are reminded to attend the Selection on time and get well-prepared beforehand. Those who are absent from selection without an approved reason will be regarded as automatic withdrawal from the program. The selection will be carried out either in-person or by videoconferencing. Therefore, you will have to prepare a



webcam with microphone in order to complete the selection. A CIEE online interview will be included as part of the selection.

3. Result of selection would be announced within 7 days via email. If you don't receive the result within 7 days, please call us directly.

STAGE 3 – Employer Interview (upon employer's request)

1. Depending on the preference of the corresponding employer, qualified applicants may be invited to an interview which would be conducted via teleconference.
2. Result will be informed by the employer as soon as possible.

STAGE 4 – Getting Hired

1. Upon receiving confirmation from the host company, you have to wait for the Training / Internship Placement Plan - **Form DS-7002** which will be completed and signed by the employer.
2. After the DS-7002 form has been completed, you will receive the following documents from us, complete and sign them accordingly.
 - Program Confirmation Form (PCF)
 - CIEE Application Form
3. The DS-7002 form should also be signed by you in order to confirm the internship arrangement.
4. All the following materials should be mailed to us upon completion in order to further process your application:
 - Complete and signed DS-7002 form
 - Signed PCF
 - Complete and signed CIEE Application Form
 - Program fee plus HKD3000 as a placement fee
 - You can submit the payment by bank transfer to our HSBC a/c and mail the receipt together with the documents; or
 - You can mail a check payable to "Intrinsic – for students and youth" together with the documents.

For those who failed to submit any of the above on time will be regarded as automatic withdrawal from the program. You may have to restart the application process by submitting a new application.
5. You should start to arrange your own accommodation in USA. You may contact your employer for housing assistance. You may also need to search for your own housing if assistance from employer is not provided.

STAGE 5 – DS Arrival

The **DS-2019 form** will be shipped to the Intrinsic office within 3 weeks after receiving all the completed materials.



DS-2019 form is a “Certificate of Eligibility for Exchange Visitor (J-1) Status” from the Department of State which is a must when applying for J-1 Trainee visa. You will receive notification once the form has arrived and is ready for your collection.

STAGE 6 – Visa and Travel Arrangement Session

Within 3 days upon receiving our email, in order to collect your DS-2019 form, you have to complete the **Visa and Travel Arrangement Session** which will give you information on applying for the J-1 Trainee Visa, as well as pre-departure preparation guideline.

STAGE 7 – Visa Application

After completion of the Visa and Travel Arrangement Session, you should complete the required visa application forms and go to the U.S. Consulate to apply for the J-1 Trainee Visa immediately after picking up the DS-2019 form.

To apply for a visa, you must have the following items:

- Passport with validity of at least 6 months beyond the end of the Program
- Visa application fee receipt which can be purchased at Dah Sing Bank
- DS-2019 Form and SEVIS fee receipt (Form I-797) which can be obtained from Intrinsic
- Completed DS-156, DS-157 (for male applicants only), DS-158
- Other supporting documents including but not limited to financial proof and academic record

STAGE 8 – After Visa Application

You will find out immediately whether your application is accepted. For those whose application is successful, they should submit a visa copy online within 7 days. And they should also confirm their travel arrangement as soon as possible.

STAGE 9 – Travel Plan Form (TPF)

After successful visa application, you will have to complete a **Travel Plan Form (TPF)** on our website in which you will need to give us your travel and accommodation plan upon arrival in the U.S. The TPF should be completed and returned to us at least two weeks before your departure.

STAGE 10 – In the U.S.

Upon arrival in the U.S., you are required to go to your pre-assigned job. You **MUST** go to the job that you originally accepted. If you do not report to the original employer, you will be reported to the Department of State, your visa will be cancelled and you will be subject to deportation. Please also remember to contact your family once arrived in U.S. in order to let them know you are fine and safe!

I. Check-In SEVIS

For security reasons, the U.S. government has developed a system called Student and Exchange Visitor



Information System (SEVIS) which is designed to keep track of all J-1 participants. As a WATUSA participant, it is VERY IMPORTANT that you register with SEVIS within 20 days of your arrival. (Remember: PLEASE DO NOT REGISTER FOR SEVIS UNTIL YOU ARE IN THE U.S.) When registering for SEVIS, you will need to provide the following information:

1. Your DS-2019 number
2. The address where you are living in the U.S.
3. The address where you are working in the U.S.
4. Your supervisor's information.
5. Your email address.

There are 3 ways to register with SEVIS:

1. GO TO www.mysevis.com.
2. Call 1-888-COUNCIL (1 888 268 6245), and a Customer Service Representative will assist you.
3. Use the ORANGE POSTCARD provided. There is no need to provide postage; just fill it out and put it in the mail!

In case you change your address during your stay in U.S., you will also have to report it to SEVIS within 10 days. Please note that the Department of Homeland Security will terminate all J-1 participants who are not validated their program in the SEVIS system within 30 days of their program start date.

II. Social Security Card

During your Trainee Program you **MUST** secure a Social Security number in order to work legally in the United States. You may apply for a Social Security card at the Social Security office nearest to your place of employment, upon arrival in the U.S. You can locate the nearest Social Security office by looking on the Social Security Administration's web site at <http://s3abaca.ssa.gov/pro/fo/fo-home.html>

III. Work According To The Contract

It is always possible various employment issues will arise during the course of the Program. If the problem reaches a stage that you can't solve it, you should seek help by calling 1-888-268-2645. A Customer Service Representative will provide you with advice and assistance to resolve the situation.

Never leave a job without first contacting Intrinsic or CIEE. Otherwise it would violate the Program rules and J-1 visa contract and may result in your immediate withdrawal from the Trainee Program.

IV. Returning Home

Once you are done with the entire Program, you **MUST** return to Hong Kong. If you overstay your visa without proper authorization you are subject to arrest and deportation. Further more, violation of immigration regulations may jeopardize the possibility of obtaining a U.S. visa in the future.

Before you leave the country, make sure to pay all bills and cancel any services you have been using (such as telephone, electricity, cable etc.) You are also asked to keep the boarding pass of the outbound flight (i.e. the flight leaving U.S.) and scan it to Intrinsic after returning to HK.

V. The W-2 Form And Filing Tax Returns

If you had a paid internship or you worked in a paid training position, at the end of the tax year, your employer will mail you the W-2 form. The W-2 details your total wages and the amount of each tax that was withheld. The U.S. tax year begins on January 1 and ends on December 31. You should be receiving your W-2 form in March.

Be sure to leave your address in your home country with your employer before departing the U.S. so they can mail you the W-2 form. If you do not receive your W-2 form by March 1, you should contact your



Intrinsic – for students and youth

employer directly and request replacements. To file a tax return, you must complete separate forms for federal taxes and state/local taxes and you are required and responsible for filing the U.S. tax returns by April 15th.

All forms are available from banks, libraries and post offices in the U.S. If you are in your home country, federal forms are available at the U.S. Embassy / Consulate. You may also download tax forms on the Internal Revenue Service (IRS) website: www.irs.gov.

You may also contact "Tax Back" who will file your taxes for you for a small fee. Please contact Tax Back International at www.taxback.com for enrollment and further information.

BANK INFORMATION

Hong Kong HSBC A/C: 636-379232-838

Macau HSBC A/C: 001-310929-095

Overseas applicant may also submit payment by telegraphic transfer to the following bank account:

Bank name: HSBC Hong Kong

Address: 1 Queen's Road, Central, Hong Kong SAR, China

SWIFT: HSBCHKHKKH

Acct no.: 636-379232-838

Acct name: Intrinsic Ltd.