



Irish Immigration Center
59 Temple Place, Suite 1010
Boston, MA 02111
Tel (001) 617-542-1900
Fax (001) 617-338-6979
www.iicenter.org

Exchange Visitor Application Process & Guidelines

Application Process & Timetable

↩ *Application Guidelines*

Complete the Exchange Visitor Application Form and submit all required documents:

- Typed statement of 300 words or less stating your reasons for applying to the exchange program and the type of internship experience you are seeking
- Current CV or resume (Resume will be required by U.S. employers)
- A copy of your certified academic transcript sent by your academic institution, along with a letter confirming your full-time student status OR a certified copy of your certificate, diploma or degree
- A letter of reference from a professor at your academic institution or employer, past or present
- Copies of all pages in your current valid passport
- Police certificate(s) issued within the past 30 days from all of the countries in which you have lived since age 16

↩ *Employment*

Applicants are encouraged to begin to research and contact companies with which they would like to pursue an internship as soon as possible. This will move things along much more quickly. IIC will then have the company complete the host employer application and submit a detailed training plan. The IIC will also source possible positions for you, if necessary.

↩ *Application Process Timetable*

- IIC receives your application and the host employer application including a detailed training plan and reviews these to ensure that all U.S. government requirements are met.
- IIC then issues a certificate of eligibility, DS 2019, which you take to the American consulate to apply for the J-1 visa. It is strongly recommended that you set up an appointment well in advance.
- IIC estimates that the application process will take 6-8 weeks from the time that the entire application from the participant and the host employer is received.

Program Fees & Expenses

↩ **Program fees**

A program participation fee of US \$1200 is payable to the Irish Immigration Center. A non-refundable deposit of US \$120 is due when the application is submitted, with the \$1080 balance due upon your acceptance into the program. The following payment methods are accepted:

- Bank check in US dollars (no personal checks accepted) mailed to:
Irish Immigration Center
International Programs
59 Temple Place, Suite 1010
Boston, MA 02111
- Calling (001) 617-542-1900 ext 35 with your credit card information
- Online payments by credit card or bank account through PayPal at www.iicenter.org

↩ **Refunds**

If for any reason you withdraw before your program start date, you will receive an 80% refund of US \$960. Thereafter, a pro-rated fraction will be refunded based on the amount of program time already spent in the US **if** your withdrawal is for a reason beyond your control as demonstrated to our satisfaction (e.g. serious injury or illness, family emergency).

↩ **Other costs**

In addition to the program participation fee, you are responsible for the \$100 U.S. government SEVIS fee, your visa application fee, and your travel expenses to and from your home country. You will also be responsible for your living expenses while in Boston, but your internship will pay adequate wages to cover these expenses.

↩ **Health insurance**

Health Insurance is a requirement of the program. The plan you will need to meet U.S. State Department regulations is Gateway USA (www.gatewayplans.com), which costs roughly US \$50/month. Certain host employers may also offer health insurance as a benefit or at a reduced group rate, and in such cases the costs of host-supplied insurance should be weighed against the cost of Gateway plans.