



J-1 INTERN/TRAINEE PROGRAM APPLICATION

Dear Candidate,

Thank you for your interest in applying for a Hospitality J-1 Intern/Trainee Program with Training 4 Hospitality. The J-1 Intern/Trainee Program really can be a life changing experience and we would love to help you pursue this opportunity.

With our expertise in the Hospitality industry and the J-1 visa process we are the best partner in arranging J-1 Intern and J-1 Trainee Programs for people who love the Hospitality industry as much as we do. The United States offers a unique opportunity to gain professional and personal development through Hospitality training programs. This is your opportunity to experience what it's like to be part of the largest Hospitality industry in the world.

To start your application successfully, please complete this application form in its entirety, read all the information in it, and send the completed form with your CV to info@training4hospitality.com.

After we have received the completed application form and your CV we will invite you to a Skype interview to start your application.

We are very happy to assist you with any difficulties you may have about the application form. Please send an email to info@training4hospitality.com.

With warm regards,

Richard Skinner
Director
Training 4 Hospitality



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APPLICANT INFORMATION

PERSONAL INFORMATION (please fill out as it appears in your passport)

Last Name:

First Name:

Middle Name:

Gender: Male Female

Date of Birth (mm/dd/yyyy):

City of Birth:

Country of Birth:

Country of Citizenship:

Country of Legal Residence:

CONTACT INFORMATION

Email Address:

Current Street Address:

Postal Code:

City:

Country:

Mobile Phone Number (country code/ city code/ number):

PREVIOUS VISAS

Have you ever received a J-1 Visa to enter the U.S? Yes No If yes, how many?

1) Type of Program (e.g. Work & Travel/Intern etc):

J-1 Visa Sponsor:

Host Organization:

2) Type of Program (e.g.) Work & Travel/Intern etc):

J-1 Visa Sponsor:

Host Organization:

If you have participated in a J-1 Program before, please also send us your previous DS2019, a copy of your visa and a copy of your DS7002 form (if applicable)

OTHER VISA INFORMATION

Have you ever been denied entry into the United States? Yes No

Have you ever applied for a visa to immigrate permanently to the United States? Yes No

Have you ever been arrested and/or convicted of a crime in your home country? Yes No

Have you ever been arrested and/or convicted in the United States? Yes No

Have you ever been refused a visa by a U.S. Embassy or Consulate? Yes No

VISA CATEGORY DETERMINATION

This part determines the visa category you can apply for. Please only tick the box that applies to you.

I certify I am an enrolled student in a college or university and studying a Hospitality/Tourism or Culinary degree, or professional course with a minimum course length of 2 academic years.

I certify that I have graduated from a college or university in the past 12 months and have graduated from a Hospitality/Tourism or Culinary degree, or professional course with a minimum course length of 2 academic years.

I certify that I have graduated from a college or university longer than 12 months ago. I have graduated from a Hospitality/Tourism or Culinary degree, or professional course with a minimum course length of 2 academic years. I also have 12 months of Hospitality related work experience*

I certify that I do not hold a degree or professional diploma, but have 5 years of Hospitality/Culinary (related) work experience*

*** Hospitality related work experience means work that is performed in a Hospitality business or Hospitality related business. For example: work in hotels, restaurants, airports, tour operators, travel agents etc counts as Hospitality work experience.**



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J-1 PROGRAM DETAILS

POSITION INFORMATION

I am applying for a position in: Culinary Arts Food & Beverage Front Office

Please explain what relevant skills or experience you have in the field of your J-1 Intern/Trainee application (if none, please write N/A):

PROGRAM LENGTH

Program length you are applying for: 6 Months 12 Months

PLACEMENT PREFERENCES

Please note that we always try to accommodate your preferences, but we can never guarantee we can accommodate your preferences at all times. Flexibility is very important. Remember the main aims of the J-1 Intern/Trainee Program are to gain professional experience and to experience the culture of the United States. The more flexible you are, the quicker we can find you a placement.

I have no placement preferences

I have a preference for a climate I'd like to be in: warm climate cold climate

I have a preference for an area I'd like to be in: city/large town placement rural/island placement

I have a preference for being near: the ocean mountains the desert

TERMS & CONDITIONS

These Terms and Conditions describe the Applicant's responsibilities and Training 4 Hospitality's responsibilities for the J-1 Intern/Trainee Program. You are required to read carefully the following information, and confirm that you have read, understood and agree to these terms by signing and dating the Participant Statement.

SECTION I. – Applicant Responsibilities

1. The Applicant agrees that all the information provided in the application is true to the best of his or her knowledge, and acknowledges that any false or misleading information may lead to the rejection of the application or, if discovered later, to immediate dismissal from the program.
2. The Applicant is responsible for considering his or her personal health and safety needs when applying for and participating in the program. If the Applicant suffers from any health or other condition that would create a risk for him or her or others while abroad, he or she should not apply.
3. The Applicant acknowledges that he or she has been given access to the Training 4 Hospitality itemized list of fees associated with being on the USA J-1 Intern/ Trainee Program. The Applicant agrees to pay all fees in accordance with the requirements of Training 4 Hospitality as outlined under SECTION VI and SECTION VII in these Terms & Conditions.
4. The Applicant is responsible for submitting all requested documentation (including a copy of his or her passport) to Training 4 Hospitality in a timely fashion for the J-1 Intern/Trainee visa application. Training 4 Hospitality cannot be held responsible for any additional costs incurred (including the cost of rebooking a flight) by the Applicant due to delays in submitting documentation or delays by the U.S. Embassy in issuing a visa. Moreover, Training 4 Hospitality advises the Applicant not to book a flight until she or he has secured the visa, since Training 4 Hospitality cannot be held responsible for the costs of rebooking or cancelling a flight due to delays in processing or visa rejections.
5. The Applicant will be subject to English language screening and will need to complete multiple interviews to participate in the J-1 Intern/Trainee Program.
6. The Applicant must supply Training 4 Hospitality with the name and contact details for an emergency contact, to be contacted in the case of emergency.



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7. If the Applicant has previously held a J-1 Exchange Visitor Visa for the U.S., he or she declares to supply Training 4 Hospitality with copies of all previously held J-1 visas, including but not limited to the Summer Work & Travel, Intern and Trainee categories.
 8. Training 4 Hospitality's Visa Partners issue a DS-2019 form if the Applicant meets all relevant program requirements, but has no control over the decision of the U.S. Embassy or consulate in the Applicant's country of residence to issue a J-1 Visa.
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SECTION II. – General Program Participant Responsibilities

1. The Participant is responsible for reading and carefully considering all materials made available to him or her that relate to safety, health, legal, environmental, political, cultural and religious customs and conditions in the U.S. The Participant must take full responsibility in the event that laws, regulations, or customs are broken, regardless of his or her actual knowledge of these laws, regulations, or customs.
 2. The Participant is required to comply with all Exchange Visitor Program rules. If the Participant violates any program rules, the right is reserved to revoke his/her legal sponsorship, which will result in the withdrawal or termination of his/her program. A terminated participant also loses his/her legal right to remain in the U.S.
 3. In addition to reviewing all program materials, the Participant is required to complete a Exchange Visitor Program orientation.
 4. The Participant is required to comply with all U.S. laws while inside the United States. If the Participant violates any U.S. law, the right is reserved to revoke his/her legal sponsorship, which will result in the withdrawal or termination of his/her program. A terminated participant also loses his/her legal right to remain in the U.S.
 5. The Participant must exercise due care once in possession of the legal documentation (DS-2019, DS-7002, J-1 Visa, etc.) for the program. The cost of replacing these items must be borne by the Participant.
 6. The Participant is responsible for all of his or her acts along with any resulting loss or damage while on the program. The Participant agrees to indemnify and hold harmless Training 4 Hospitality for damages or loss to any party caused by his or her conduct.
 7. The Participant is required to maintain communication with his or her Host Organization prior to arrival, notify the Host Organization in advance of his or her arrival and departure dates, and promptly advise the Host Organization of any changes to his or her travel itinerary due to visa delays or any unforeseen circumstances.
 8. All travel before, during and after the program is at the Participant's own risk. If the Participant chooses to operate motorized vehicles, he or she is responsible for obtaining the necessary license, permission and insurance, and does so at his or her own risk.
 9. The intention of this program is that the participant return home at the conclusion of the training and not pursue employment in the U.S. under another type of visa.
 10. Once the Participant has commenced his or her travel to the U.S., Training 4 Hospitality cannot amend the program dates as listed on the DS-2019 for any reason. It is the Participant's responsibility to check the program start and end dates prior to traveling to the U.S. to ensure that the dates are correct.
 11. The Participant is required to comply with all U.S. Government visa and immigration requirements, including the SEVIS requirement as follows: a. Notification of arrival at U.S. Host Organization to visa sponsor within 10 days after the date of arrival. b. Providing a valid email address and phone number upon arrival at U.S. Host Organization. c. Notification of any change in U.S. home address, phone number or email address within 10 days of the change.
 12. The Participant understands that he or she is on a cultural exchange program and as such is expected to actively participate in American cultural activities during the program. The Participant agrees to make a good faith effort to seek out and participate in American cultural activities and to interact with American citizens.
 13. The Participant agrees that he or she will not engage in any activity that would bring the Intern/Trainee Program or the U.S. Department of State into notoriety or disrepute. If the participant engages in such activities, his or her program may be ended prematurely and the participant will be required to return home immediately.
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SECTION III. – Participant Responsibilities with Respect to His or Her U.S. Host Organization

1. Participants are solely responsible for their own conduct and well-being both at and outside their Host Organization. Training 4 Hospitality cannot and does not monitor Participant's personal conduct.
2. The Participant must only train at the Host Organization listed in his or her application and on the DS-2019 form. If for any reason a change of Host Organization becomes necessary, the Participant must contact Training 4 Hospitality immediately.
3. If the actual internship/training experience deviates significantly from the terms set forth in Form DS-7002, or if the internship/training environment, for whatever reason, proves unsupportive, the Participant should contact Training 4 Hospitality directly. If warranted, Training 4 Hospitality will endeavor to assist the Participant in finding another position. However, Training 4 Hospitality makes no guarantee that it will be able to do so and, furthermore, makes no representation that it will be able to find an internship/training position for the Participant in the same geographical area or at the same compensation level.
4. If Participant is terminated by the Host Organization from the J-1 Intern/Trainee Program for non-compliance with the Internship/Training Placement Plan or the workplace rules of the Host Organization, he or she may be also withdrawn or terminated from the program.
5. Per the regulations of this program, Participants may not take a job in addition to their approved training.
6. The participant understands that under no circumstances can they be out of training or out of the U.S. for more than 30 days at any point during their program.

SECTION IV. – Participant Responsibilities at the end of the Internship/ Training Program

1. The Participant agrees that he or she intends to return home upon completion of the program and not to attempt to stay in the U.S.

SECTION V. – Training 4 Hospitality J-1 Intern/Trainee Program Services and Responsibilities

1. Training 4 Hospitality agrees to offer services in regard to the J-1 Intern/Trainee Program as outlined on our website (www.training4hospitality.com/j1internship), including the Participant's education on the J-1 Intern/Trainee Program, screening Participant's eligibility for the Program, assessing Participants level of English and the continuous assistance to Participant to make Program Application successful.
2. Training 4 Hospitality agrees to make its best endeavor to process Participants applications in a timely manner. Participant is aware the application process can take a long time and is largely dependent on Participants responsiveness in filing documents necessary to process J-1 Intern/Trainee visa.
3. Training 4 Hospitality agrees to make its best endeavor to find Participant a training position in the area of Participants choice. Training 4 Hospitality will make Participant aware if Participants choices are unrealistic and will give Participant advice to proceed Program application.
4. Training 4 Hospitality may offer part of its services in collaboration with Third Parties.

SECTION VI. – Program Fees

1. Training 4 Hospitality charges Program Fees for its J-1 Intern/Trainee Program. As a company dedicated to Cultural Exchange, we aim to keep these Program Fees as low as possible.
 2. Training 4 Hospitality Program Fees include mediation services that educate the Participant on the J-1 Intern/Trainee Program, interview preparation training, CV building, to screen for eligibility, screening for suitability for the program, visa processing documents DS2019 and DS7002 forms, insurance for the entire length of the participants program and an hourly paid placement in a Hospitality business in the United States.
 3. Training 4 Hospitality charges a Program Fee of \$ 2,495 for a 6 month program length
 4. Training 4 Hospitality charges a Program Fee of \$ 3,080 for a 12 month program length.
 5. Training 4 Hospitality requires Participant to pay a Security Deposit of \$ 100 after you have interviewed with Training 4 Hospitality and have been accepted into the program. The Security Deposit is part of the total Program Fees as outlined under SECTION VI; 3 and 4.
 6. The deposit is refundable if Training 4 Hospitality can't find a placement for Participant within 3 months of the interview date.
 7. All remaining Program Fees are due immediately after Participants signs the Offer Letter confirming that you have been hired for a Training Position.
 8. Any transaction costs are to be borne by Participant.
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9. No visa documentation is to be issued until payment of all Program Fees is received by Training 4 Hospitality.
 10. The Applicant must pay the local visa fee to the U.S. Embassy (\$160) and the fee for SEVIS (\$180). The Applicant is also responsible for any additional fees that might apply at the U.S. Embassy or Consulate in the country where he or she is applying for the visa.
 11. The Applicant must pay for all other costs not included in the Program Fees. These costs may include, but are not limited to: housing deposits, rent, living costs, airfare, transportation costs, utilities, background checks, country specific requirements etc.
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SECTION VII – Cancellation and Refund Policy

1. Participant acknowledges to be a serious candidate by signing these Terms & Conditions and is aware of the Program Fees and the timing of payments of these Program Fees.
 2. Training 4 Hospitality refunds its full Program Fees at any stage of the application if we can't find you a suitable placement. A suitable placement is a placement in Participants required field of interest, but does not have to abide by Participants preferences.
 3. Training 4 Hospitality charges an administration fee of \$ 350 if Applicant is successfully hired in a training position by a Host Organization, but before the DS2019 is issued.
 4. Cancellations received by a participant after the DS-2019 is issued will be subject to \$ 850 cancellation fee after returning the unused DS-2019 within 10 days of issuance.
 5. In the case of a visa denial, applicant must return the unused original DS-2019 and submit proof of the denial from the embassy within 10 business days of the denial and are subject to a cancellation fee of \$ 1,200.
 6. In no case will a refund be issued to participants who have received their visa or entered the United States.
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SECTION VIII. – Contractual Terms and Other Program-Related Conditions

1. This English language version of the J-1 Intern/Trainee Program Terms & Conditions, including the information filed in the Online Program Application, is the binding contract between the Participant and Training 4 Hospitality.
 2. The conduct of the J-1 Intern/Trainee Program is subject to U.S. government approval and may change without notice.
 3. Training 4 Hospitality is not liable for any act or failure to act of any third party. Without limitation, Training 4 Hospitality is not responsible for any injury, loss, or damage to person or property, death, delay or inconvenience in connection with the provision of any goods or services occasioned by or resulting from, but not limited to, force majeure, acts of war or civil unrest, insurrection or revolt, strikes or other labor activities, criminal or terrorist activities of any kind or the threat thereof, overbooking or downgrading of accommodations, structural or other defective conditions in houses, apartments or other lodging facilities (or in any heating, plumbing, electrical or structural problem therein), mechanical or other failure of airplanes or other means of transportation or for any failure of any transportation mechanism to arrive or depart timely, dangers associated with or bites from domestic or wild animals, pests or insects, sanitation problems, food poisoning, disease, epidemics or the threat thereof, lack of, access to or quality of medical care, difficulty in evacuation in case of medical or other emergency, or for any other cause beyond the direct control of Training 4 Hospitality.
 4. Training 4 Hospitality reserves the right to provide Applicant with information Training 4 Hospitality deems useful to program Participants, including but not limited to tax, travel and related services.
 5. Program participation begins on the day of departure from the Participant's home country and terminates on the day of departure from the U.S. (so long as this occurs within the legal program dates). The maximum length of training in the Hospitality industry is 12 months; however, the overall period of time in the U.S. may extend beyond the respective maximum durations as follows: The Participant can arrive to the U.S. a maximum of 30 days prior to the DS-2019 program start date and remain in the U.S. for up to 30 days beyond the DS-2019 program end date. The 30 days after the program end date represent a "Grace Period" extended to the Participant by the U.S. Government. This period is intended to be used for travel within the U.S. and the Participant is not allowed to train or to work in any capacity during this time. Moreover, the Participant also is not allowed to leave and re-enter the U.S. during this period, since the DS-2019 has expired. The participant agrees to notify Training 4 Hospitality if he or she
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completes his or her program early and departs the U.S. prior to the end date listed on his or her DS-2019 Form.

6. As part of this program, the U.S. Government requires that all Participants have a certain level of insurance coverage, which Training 4 Hospitality includes as a mandatory part of its program. The Participant is automatically covered within the internship/training program dates as outlined on the DS-2019 form. Should the Participant plan to arrive to the U.S. before the program start date, or to remain in the U.S. after the program end date during the "Grace Period" as outlined above, this must be made known to Training 4 Hospitality during the initial processing of the application. Training 4 Hospitality cannot be held responsible for any insurance claim made outside of the insurance dates confirmed to the Participant in his or her pre-departure program materials.
7. Training 4 Hospitality may provide the Participant's contact information to third parties who provide useful services to exchange program Participants. Third parties receiving this information will be required to provide the Participant with the opportunity to opt out after the first contact.
8. The Participant gives Training 4 Hospitality permission to use any written, photographic, or video images of himself/herself in the course of reporting on and/or promoting Training 4 Hospitality programs.
9. Training 4 Hospitality retains the right, in its sole discretion, to contact participant's parents, guardian, and/or emergency contact with regard to health issues or any other matter whatsoever which relates to participant or participant's program. These rights transcend all privacy regulations that may apply.
10. Participant agrees to release and hold harmless Training 4 Hospitality, its officers, shareholders, affiliates and employees (collectively "Training 4 Hospitality") from and against any claims, causes of action and liability for any financial or other loss, damage, personal injury, illness or death suffered or incurred by participant, whether based on tort, breach of contract or any other theory.

PARTICIPANT STATEMENT

By signing below, you indicate that you have read, understood and agree to all terms outlined in these Terms & Conditions. Additionally, by signing below, you also confirm that, to the best of your knowledge, all information contained in the Intern/Trainee Program Application is true and accurate.

Participant Signature:

Date (mm/dd/yyyy):

Print Name: