

Experience

the World through

Cultural Exchange



ICCE Inc.

Career Development Program
(J-1 Intern / Trainee Program)

ICCE CDP000/05 • Copyright © 2005 by ICCE. All rights reserved

Contents

▶ **Overview of ICCE**

▶ **Benefits of Exchange**

▶ **Career Development Program**

▶ **How the Program Runs**

▶ **FAQ**

ICCE Inc. Overview

Build your Future
together with **ICCE**

ICCE is a cultural exchange organization devoted to helping qualified individuals gain practical training experience and develop global skills for a culturally diverse world, and thereby foster mutual understanding between people of different nations.

Exchange Programs make it possible for international participants to do on-the-job training in their fields of study or career, while experiencing American society, life style and culture in the United States. Participants can explore American culture in depth while they interact with American people in a real business environment. For American businesses looking to expand their recognition or wanting to internationalize their business through diversity of clients, our program can be beneficial.

It is our belief that we can help students to grow personally and develop their potential career skills through the exchange program, while we serve our community eliminating prejudice among different nations through the interaction.

Benefits of Exchange

Within our community, the relationship between every part is mutually beneficial.

For Participants

This can be a great chance to re-brand yourself in today's competitive job market. You can start building your career through structured training in an advanced country with minimum expense.

This training opportunity will enable you to develop new skills and knowledge at a host organization and return home with a fantastic addition to your resume.

For Host Companies

Companies that have hosted international participants appreciate the fresh perspective that individuals from different cultures bring to the workplace.

Since the participants are interested in building their careers, they are highly motivated to learn more about the business drive of American companies.

This strong motivation also leads participants to be eager to learn and share their knowledge and skills with their team members.

For Local Communities

Communities discover the people and culture of other countries through relationships and interactions with participants from overseas. Without it, many Americans may never interact with people from other countries.

We strongly believe that providing the ultimate global training and cultural exchange experience, ICCE meets national and international needs while realizing a bold vision for a better world.

Career Development Program



Program Highlights

Documents to Submit

- Latest English resume
- Complete ICCE Online Application Form
- Passport copy (at least 6 months valid)
- Official University / College certificate of enrollment or graduation
- Official University / College transcript
- Certificate of career (if necessary)
- 2 reference letters

Internship Program:

- Program length of 12 months
- Must be full-time university or college student OR must be a recent graduate
- Previous work experience is not required

Training Program:

- Program length of 12 or 18 months
- Must have graduated from a university or college over 1 year ago OR must be a High School graduate with more than 5 years of work experience in related field
- Must have previous work experience of over 1 year

To qualify for ICCE program, applicants must:

- Be between the age of 20 to 33 years old
- Be fluent in English
- Be able to submit all documents required by ICCE
- Be open to foreign culture and general interests in American culture.

Process Duration:

The process will take 6~8 weeks from the time the participant completely submits all the documents to ICCE.

How the Program Runs

STEP 1 **Online Application Form is submitted to ICCE.**

STEP 2 **ICCE conducts an English interview with the candidate and gathers all the necessary information in order to review the eligibility and possibility of placement.**

STEP 3 **If the candidate is eligible for the Program, ICCE will submit the resume to matching positions.**

STEP 4 **Candidate will have a second interview with the possible host company. If the interview is satisfactory for both the company and the candidate, Training Offer Letter will be issued.**

STEP 5 **Once the placement is completed, ICCE will start the DS-2019 process.**

STEP 6 **Once the DS-2019 is issued, the candidate schedules the visa interview.**

STEP 7 **After arriving to USA, the participant MUST contact ICCE for check-in orientation.**



FAQ

>>> What is a J-1 visa?

The J-1 visa is a cultural exchange visa. It is a tool of public diplomacy administered by the U.S. Department of State, and was developed to expose individuals from around the world to the culture and institutions of the United States and to foster a better understanding of the U.S. perspective on a variety of issues.

>>> What is the Certificate of Eligibility (DS-2019) document?

This is a legal document which is issued by a sponsor designated by the U.S. Department of State. This document entitles and authorizes the participant to be at a workplace in the U.S. for on-the-job practical training, and to receive training wages for such activity.

>>> What is on-the-job training?

On-the-job training is a less-structured approach to developing job skills and knowledge, one that puts the responsibility of learning on the individual. The focus of on-the-job training is "learning-by-doing"

>>> Do the host companies provide housing for participants?

No, they don't. It is the participants' responsibility to find and arrange housing before they arrive in the U.S. We would provide the websites or any local community resources that will help the participants find the housing easier.

>>> Do the participants have Health and Medical insurance covered?

Yes. All participants under J1 Program will have the Health and Medical insurance covered during their stay in the USA.

>>> The participant has enrolled in Work & Travel Program before. Can he/she apply to the J1 Internship or Training Program?

If the participant did not have any problem during the Work & Travel program, he/she can definitely apply for the Program.

>>> What type of positions will be available for an Internship or Training Program?

The majority of the positions for J1 candidates will be full-time entry-level, assisting the company supervisors in designated department. However, the hourly wage and position can always be promoted depending on the participants' performance.

>>> Can participants have a second job?

No. The J-1 visa allows participants to legally earn a wage only from the Host Company listed on the form DS-2019. Participants cannot legally earn a wage at any other employer during their program, and would not be authorized to be at a workplace other than the one for which the program is approved.

>>> Do participants pay taxes?

Yes, they do. Participants are subject to pay federal and state income taxes but are exempt from Social Security taxes and Federal Unemployment tax because they are not eligible for these benefits.

>>> How good do their English skills have to be?

The participants must feel comfortable and confident with both written and spoken English. The level of English language plays a large part in your placement options.

>>> Can a participant stay in the United States after the program?

Participants can legally remain in the U.S. for 30 days as a tourist after the end date stated on the DS-2019 form. However the participant cannot remain on the payroll during this grace period.

>>> Can participants travel to other countries during the program?

Yes, only with a permission from the Sponsoring Company. Participants should inform ICCE about their trip at least 3 weeks prior to departure to assist with the legal permission.

>>> Can the participant study while participating on J1 Program?

No. J1 Internship or Training Visa is solely dedicated for on-the-job training purpose.

>>> Will the participants be eligible to apply for a Social Security Number with J1 Visa?

Yes. The participants will be eligible to apply for a Social Security Number upon their arrival to the USA. They will also be able to open their own bank account and apply for U.S. driving license.