

*Dear Applicant and Partner,*

This is the application package for ICES Work&Travel Program. Before mailing your application, be sure that the package includes all documents which are necessary for exchange program (listed below). The application will be not processed and will be returned to you if all the documents and files are not provided.

ICES uses online system to collect all necessary documents and information about the applicant which are important to Sponsor Organization and potential Employer. All documents listed below must be uploaded to the participant's online application. When all documents are uploaded and application is filled in you may send us the Documents Check List which you may find on the next page. According to this file ICES will qualify participant to the program.

**THE ONLINE APPLICATION MUST CONTAINS:**

- Personal Information
- Education Information
- Travel Information
- Work Experience Information
- Personality description
- Your Interests and Hobby

**THE APPLICATION PACKAGE MUST INDLUDE:**

- A completed application form with ALL spaces completed
- One smiley photo
- One "daily life" photo
- Scan of passport
- Scan of any previous visa
- English Evaluation Questionnaire completed by ICES PARTER
- Scan of Proof of Student Status from your University

We are pleased and honored that you have chosen ICES and our Partner. We appreciate that you trust us and we will do everything to make your holiday fantastic. We wish all the best.

*ICES and ICES Europe Team*

## ICES Work and Travel Program - Documents Check List

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Dear Participant,

As you know to be enrolled to the program you must provide the complete set of documents which are necessary to participate in the program. To help you with this stage of preparation to your trip to USA we present you the Documents Check List. You may start collecting your documents according to this list.

Please, put the check mark ✓ whenever particular file will be ready and uploaded to the online system.

✓ Documents Check List

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A complete, accurate **participant application** form with ALL spaces completed (see below)

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Your **CV** to show all your work experience, education, ability, skills and hobbies

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**Online English Evaluation Questionnaire** completed by your agent

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**Student status** from your school, on school letterhead or our form and signed in original

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**Scan of any previous US visas**

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**Scan of passport** (must be valid 6 months after completion of training program)

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**2 photos** – official and “daily-life”  
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ICES Work and Travel  
Participant Program Application

COMPANY PLACED:

SELF ARRANGE:

PROGRAM START DATE:  
\_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

PROGRAM END DATE:  
\_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

**PERSONAL INFORMATION (please use caps lock):**

Family name:

Given name:

Middle name:

Address:

Date of birth: (mm/dd/yyyy)

Birth city:

Birth Country:

Phone number:

Email address:

Driving License:

SS # (if any):

Emergency contact name:

Emergency Contact Address:

Emergency Contact Phone:

General Health State:

Excellent     Good     Fair     Poor

Allergies:     Yes     No

If Yes, Specify:

Are you on any medication?

Yes     No

If yes, explain:

**EMPLOYMENT HISTORY (Provide paid and volunteer experience):**

EMPLOYER	POSITION	JOB DESCRIPTION	DATES (mm/dd/yy)	
			FROM	TO

**EDUCATIONAL INFORMATION:**

NAME OF UNIVERSITY	FULL TIME STUDENT? <input type="checkbox"/> Yes <input type="checkbox"/> No	YEAR OF STUDY COMPLETED 1 2 3 4 5 (+)	DATES (mm/dd/yy)	
			STARTED	GRADUATING

MAJOR OF STUDY:

ENGLISH LEVEL	COMMUNICATION	<input type="checkbox"/> EXCELLENT	<input type="checkbox"/> GOOD	<input type="checkbox"/> POOR
		WRITTEN	<input type="checkbox"/> EXCELLENT	<input type="checkbox"/> GOOD

**GENERAL INFORMATION:**

Do you have family in the USA?     Yes     No    Address: \_\_\_\_\_

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Have you been to the USA?     Yes     No    When and on what visa type? \_\_\_\_\_

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Have you been denied a USA visa before?     Yes     No    When and what visa type? \_\_\_\_\_

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Have you received J-1 visa before?     Yes     No    List program and year: \_\_\_\_\_

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Why do you want to participate in this program?  
 \_\_\_\_\_  
 \_\_\_\_\_

**HOUSING:**

Are you going to use housing provided by ICES (\$100 housing service fee)? (company placed option only)     Yes     No

If you answered **YES** at the previous question, ICES will make arrangements for your housing and inform you of the conditions. You understand that you will have to pay the housing deposits, monthly rent fee. The housing provided by ICES has basic standard. ICES will present only one housing offer to students. We will also try to place the group of friends together but it doesn't depend on ICES if we make it.

If you answered **NO** at the previous question, you will be responsible for arranging your own housing. Please understand that ICES or the employers will not be able to help you find housing.

**ATTENTION!** Please notice that we are going to find the unfurnished apartments because of the lower costs of monthly rent. Moreover, housing deposit and monthly rent is paid to the landlord, not to ICES. ICES only helps to find the housing for those who declares their will in this application.

Student Signature:

Student Name:

Date: