

# Ireland Institute of Pittsburgh J1 Irish Work & Travel Program

## Candidate Program Rules and Regulations

To be read and initialed by the candidate in the spaces indicated below:

### Eligibility

Ireland Institute of Pittsburgh (IIP) considers such criteria as Candidate application packet materials, age, education background, work experience, English language fluency, physical and mental health, references, essay, and personal interviews in determining whether to admit the Candidate into the program. IIP reserves the right to refuse approval to a Candidate that IIP, in its sole and absolute discretion, deems unacceptable to the program.

1. I am able to speak, read, and understand conversational English at a level that is sufficient to function on a day-to-day basis in the training/internship environment.
2. I am in good health (both physical and mental) and can see no reason why my health would be a barrier to success on the program.
3. I have received information regarding my health insurance coverage. I am aware of the coverage and limitations thereof.
4. I will obey all U.S.A. federal, state, and local laws and I will abide by all of the regulations of the J-1 Visa, if required.
5. I will attend in-person/online orientation sessions in my home country & in the USA.
6. Any illegal use of drugs or alcohol, or abuse of harmful controlled substances or illegal possession of drugs, alcohol, or controlled substances will result in my immediate repatriation.

X  
Initials

### Program Parameters

7. I understand that the program provides an overall understanding of American business practices. I understand that as an intern, I will perform a variety of tasks appropriate to my on-the-job training.
8. I will comply with all Host Company rules and respect the dress code of the Host Company.
9. I will carry out the duties and responsibilities of the position, which IIP has approved. It is my responsibility to advise IIP of any significant problems regarding my health, safety, welfare, adjustment to the training, culture, language, etc.
10. I understand that the assigned Host Company holds the right to dismiss me if my performance is not satisfactory. In that case, I will return home within 10 days at my own expense.
11. I will be given the opportunity to train and observe in an American organization. I understand that if I lack practical experience, it may affect the specific tasks that I will be learning.
12. I will respect the privacy of information learned during my training program.
13. I agree to complete the mid-point evaluation and final evaluation along with my supervisor in compliance with the program regulations.

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### Financial Information

14. Support: Given that the J1 – IWT Visa allows a participant to enter the US without an internship – the IIP will expect a monthly statement showing (due on 1<sup>st</sup> of month after arrival) not less than \$1,500 (\$10.00 @ 37.5hours per week prorated per month) until an internship is approved (and therefore paycheck can be submitted). Once an internship is acquired and a paycheck is received – a copy must be forwarded to the IIP by 1<sup>st</sup> of next month. The paycheck should amount to at least \$1,500 – otherwise an additional bank statement should be submitted showing the balance. Failure to submit required documentation and failure to comply could lead to program termination.

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### Cancellation and refund

15. I understand the following payment, cancellation, and refund policy:

Deposit forfeiture: if application cancelled after first payment of €200 has been paid and following 14-day cooling off period €300

Final Payment forfeiture: if application cancelled after full program fee of €1399.00 has been paid and DS-2019 issuance €500

Final Payment forfeiture: if application cancelled after visa issuance by Embassy/Consulate €1399

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Initials

### Visa Denial & Force Majeure Cancellation Policy

16. I understand the following Visa Denial and Force Majeure Cancellation Policy

Forfeiture: if visa is denied and exchange visitor can demonstrate such denial or there is a Cancellation for reason of Force Majeure €500

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Initials

**Payment Policy**

17. I understand that visa fees are payable upon issuance of visa documentation.

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**Problem Notification and Resolution**

It is the responsibility of an Intern to notify the IIP of any significant problems during the program. The IIP will attempt to resolve such problems. If the intern violates any terms of this Agreement, the IIP may, in its sole and absolute discretion, terminate the intern’s participation in the program, therefore canceling the intern’s visa. The intern will have to return to depart the US, at his/her expense.

- I understand that the training program is temporary and the duration of the training program is stated on the DS-2019.
- I understand that I have until 30 days after my training program is completed to return to my home country.
- I have agreed to participate for the entire period as stated on the Training/Placement Plan. If I do not participate, then I am in a violation of the agreement with the Host Company and my visa may be cancelled.
- I understand that I cannot begin my internship until it has been approved. Approval comes in the form of a signature by my sponsor on a DS-7002 Training and Internship Placement Plan document. If I do so, I understand that my program will be terminated.
- In addition, I understand I cannot engage in any secondary activity, part-time job, other internship on this program – other than the experience approved by my sponsor. If I do so, I understand that my program will be terminated.
- I will not accept any form of assignment, other than what is authorized without prior written approval from the IIP.
- I will not terminate my training assignment with the Host Company without consulting with IIP staff for assistance.
- I understand that failure to comply with program rules or giving misleading information may result in program dismissal.
- I will pay for any property damages that I have caused. I will return home within 30 days of the DS-Form visa expiration or immediately if terminated from the program for violation of the sponsor rules governing the program. I understand that I cannot work or receive training during the 30-day grace period.

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**Compliance with J-1 IWT Visa and Program Requirements**

Failing to maintain your Intern status could result in serious consequences and may affect your ability to remain in or return to the United States.

- I acknowledge that I have spoken with a representative of the IIP, and that I understand the program rules
- I understand that the IIP sponsorship authorizes me to participate in the program at the Host Company cited on my DS-2019. I understand that I may not seek, or carry out, any other training, internship, or employment while participating in this program.
- I declare that I understand that I am applying for a non-immigrant, J-1 Intern Visa and that this is not a pathway to permanent status in the United States and that I will return to my home country upon completion of the program.
- I also declare that I have no intention of seeking employment during the program.
- I acknowledge that I understand that I must provide my flight information and copy of my health insurance evidence to the sponsor in advance of departure
- In order to activate my visa, I must contact the IIP within 1 business day upon arrival to the USA and provide my contact information, copy of my passport visa, passport arrival stamp, and stamped DS-2019. I must also follow up with a phone call between 9-5pm EST on this same day
- I acknowledge that I must continually update the IIP in the event that I move change accommodation during my stay in the US
- I acknowledge that I understand that I must make myself available to engage in a monthly online meeting (or emergency call) from my sponsor, the IIP
- IIP, in its sole and absolute discretion, reserves the right to terminate my sponsorship, and I understand that I must depart the US within 10 days at my own expense
- Other than in the case of verifiable medical emergency, the longest an exchange visitor can be out of the US is two weeks, without pre-approval.

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Furthermore, I understand that if I do not have an internship within 2 months of the latter of commencement of my program or arrival in the US, the IIP will begin the process of ending my program and once ended, I will have 30 days in which to depart the US at my own expense.

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Initials

I declare that the information given in my IWT Program Application is true, complete, and correct. I understand and agree to the conditions that the IIP has set forth. I understand that if I do not comply with these program rules, the IIP has the right to withdraw its sponsorship and I will be required to leave the USA immediately.

\_\_\_\_\_  
Full Name of Intern (Please Print)

\_\_\_\_\_  
Signature of IWT Applicant

\_\_\_\_\_  
Date