

Application Form – StudySEA USA Traineeship Package

Personal Contact Details									
Name				Email			Date of birth		
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female		Street address			Postal code		City	
Phone no.			Skype ID			Citizenship			
City of birth					Country of birth				
Have you ever held a visa to the US before? If yes, what type and for what purpose?									
Do you have a criminal record?						<input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you currently live in the USA?						<input type="checkbox"/> Yes <input type="checkbox"/> No			
How did you first hear about StudySEA?									
Education Information									
Name of your current or latest degree					Are you currently enrolled?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Graduation/Expected graduation date				Major					
Name of education institution					City				
Name of contact person				Email					
Emergency Contact Details									
Name				Email					
Street address				Postal code		City			
Relationship to applicant				Phone no.					
Traineeship details									
Duration of traineeship (number of months)									
Traineeship start date			Traineeship end date						
Give a brief description of your expectations of the traineeship									
List the requirements that you have for the traineeship									
Preferred traineeship industry		<input type="checkbox"/> Agriculture/Forestry <input type="checkbox"/> Building and Construction <input type="checkbox"/> Design/Architecture/Product Development <input type="checkbox"/> Education/Teaching <input type="checkbox"/> Energy <input type="checkbox"/> Engineering <input type="checkbox"/> Event Management/Entertainment <input type="checkbox"/> Fashion/Lifestyle <input type="checkbox"/> Finance/Insurance/Real Estate <input type="checkbox"/> Graphic/Web Design/Animation <input type="checkbox"/> Human Resources			<input type="checkbox"/> Information Technology/Telecommunication <input type="checkbox"/> Logistics/Shipping/Supply Chain <input type="checkbox"/> Management Consulting/Business Development <input type="checkbox"/> Manufacturing <input type="checkbox"/> Marketing/Communication/Advertising <input type="checkbox"/> Pharmaceutical <input type="checkbox"/> Public Relations/Media <input type="checkbox"/> Social Work <input type="checkbox"/> Scientific Research/Laboratory <input type="checkbox"/> Tourism/Hospitality <input type="checkbox"/> Other				

Supporting Documents Check List			
Please submit the following documents together with your completed application form:			
<input type="checkbox"/> Copy of passport and any previous visas used to enter the U.S. <input type="checkbox"/> CV/Resume <input type="checkbox"/> Copy of high school transcript or other documentation as proof of your English language proficiency <input type="checkbox"/> Recommendation letters (if you have any)			
Applicant's signature	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> By signing this application, I promise to have provided true information and agree to the terms and conditions.	Date:	

Explanation of Applicant Documents

- **Copy of passport** - please make sure that the copy is clear and readable and the passport is valid for the proposed duration of stay and minimum 6 months from the proposed entry date to the U.S.
- **Copy of any previous visas used to enter the U.S.** – please make sure that copies are clear and readable.
- **CV / Resume** – the resume should provide durations for all previous work experience (mm/yyyy), detail your educational background, and provide the date of graduation or expected date of graduation. The resume must be in English.
- **Copy of high school transcript or other documentation as proof of your English language proficiency** – this is to verify that the Applicant has the English language skills necessary to participate in a traineeship in the U.S. The document can be in either Danish or English.
- **Recommendation letters** – the recommendation letter should be from a current or previous employer and can be in Danish or English

Terms and conditions

1. PROGRAM FEES AND REFUNDS:

The Applicant understands that StudySEA has contracted with a U.S. Department of State Designated J-1 Visa Sponsor Organization for the purposes of assisting with J-1 Trainee/Intern application and program administration. The Applicant has read, agrees with and accepts the fee and refund policy of StudySEA.

A) Refund policy

StudySEA makes refund payments only to those parties that paid a fee to StudySEA directly, unless otherwise agreed upon by StudySEA, the payer(s), and the Applicant(s). If several parties paid a fee to StudySEA directly and a full or partial refund of that payment is due (see below), each party receives a share of the total refund amount that is proportional to the party's relative contribution to the payment of the given fee. If a refund by wire transfer is requested, StudySEA will subtract USD 50.00 of the refund payment to cover expenses incurred through the transaction.

B) Insurance

If StudySEA has received a payment for insurance coverage and the request for insurance is cancelled before the J-1 sponsorship is approved, we will refund the entire payment for insurance coverage.

If StudySEA has received a payment for insurance coverage and the request for insurance is cancelled after the Designated J-1 Visa Sponsor Organization has approved sponsorship, we will refund whatever portion of the payment is refunded to StudySEA by the insurance provider (after StudySEA has received that refund). In most cases a full refund is possible for coverage periods that have not begun at the time of cancellation.

C) J-1 Sponsorship/Program fee

If StudySEA rejects the Applicant after the initial consultation, but before the search for a placement has begun, we will refund your full payment.

If StudySEA has not been able to offer the Applicant an interview with a potential Host Organization at least 6 weeks before the nominated start date of the traineeship, as specified in the application form, we will refund your full payment less USD 100.00 and the application process will be cancelled.

If StudySEA has been able to offer the Applicant an interview with a potential Host Organization and the Applicant is

not offered a placement at least 6 weeks before the nominated start date of the traineeship, as specified in the application form, we will cancel the application process and refund your full payment less USD 200.00.

If the Applicant, for any reason, chooses to withdraw from the application process before StudySEA has submitted the J-1 application documents to the Designated J-1 Visa Sponsor Organization, we will refund your full payment less USD 800.00.

Refunds after StudySEA has found a traineeship placement and submitted the J-1 application documents to the Designated J-1 Visa Sponsor Organization, will only be given when below conditions are met:

If sponsorship is denied by the Designated J-1 Sponsor Organization, we will refund your full payment less USD 350,00 if the sponsorship is denied due to one of the following reasons 1) Training/Internship Placement Plan is not approved; 2) Host Organization is not approved.

If sponsorship is approved by the Designated J-1 Sponsor Organization, but the Applicant is denied the J-1 Visa by a U.S. consulate or embassy with jurisdiction over the applicant's place of permanent residence, we will refund: Your full payment less USD 500,00 if the following conditions are met 1) the Applicant has not violated U.S. law and/or visa regulations; 2) the Designated J-1 Visa Sponsor Organization receives the original DS-2019 Form that was issued to the Applicant; 3) the refund request is received no more than 7 weeks after the scheduled beginning of the J-1 training/internship program; 4) the Applicant has presented to StudySEA, a copy of all documents that were presented to the U.S. consulate or embassy and these documents were in accordance with guidelines provided by StudySEA and the Designated J-1 Sponsor Organization

Other fees including, but not limited to late fees, expedite fees and transfer fees are non-refundable.

No refunds are given if an Application or Program is terminated.

2. GROUNDS FOR TERMINATION OF APPLICATION:

The program of any Participant whose documentation information has been altered, falsified, or otherwise inaccurately provided to StudySEA or the Designated J-1 Visa Sponsor Organization by the Participant or his/her family, shall be terminated by

StudySEA or the Designated J-1 Visa Sponsor Organization at its sole discretion with no refund provided. Documentation information includes, but is not limited to, required English language ability and testing, health and medical information, academic/resume/skills records, rules, and signed agreements. It is the responsibility of the Participant to at all times provide all requested information to StudySEA and/or the Designated J-1 Visa Sponsor Organization completely and accurately, and to follow the Designated J-1 Visa Sponsor Organization's rules and procedures in its printed orientation and information materials.

The Participant agrees to comply with all J-1 program regulations including: 1) Participant should be familiar with visa program rules and no refund will be given if rules are violated and traineeship cancelled; 2) The Host Organization can terminate the Participant's program at any time. If for any reason (including, but not limited to, getting fired; termination of the training/internship position; injury; disappointment with training/internship conditions; insufficient English language capability; business bankruptcy; reduction in personnel; disciplinary reasons), the Participant will no longer be participating in his/her program at the Host Organization, he/she agrees to leave the United States within 30 days of the termination/end of the training/internship, or earlier if required by the Designated J-1 Visa Sponsor Organization.

3. PARTICIPANT RESPONSIBILITIES:

The Participant agrees to comply with all J-1 program regulations including, but not limited to: 1) arrive and exit the U.S. according to dates listed on their DS 2019 form. The Participant understands that he/she will have 30 days beyond the date printed on their DS 2019 form to travel within the U.S. and close any outstanding affairs. After the 30-day grace period, the Participant is required to leave the U.S.; return to Participant's home country and share his/her experiences with his/her countrymen; complete the program as outlined in the Designated J-1 Visa Sponsor Organization Trainee/Intern Agreement and the DS-7002 to the best of his/her abilities; complete Mid-point and Final Evaluations concerning the program activities and experiences, and submit them to the Designated J-1 Visa Sponsor Organization in a timely manner; notify the Designated J-1 Visa Sponsor Organization within 10 days of a change of address; not transfer from, leave, or intend to leave the Host Organization for

any reason without seeking prior written approval from the Designated J-1 Visa Sponsor Organization. the Designated J-1 Visa Sponsor Organization shall determine whether a transfer conforms to regulations governing J-1 Participants. Transferring position without the Designated J-1 Visa Sponsor Organization's approval may be grounds for the Participant to be considered "out of status", and therefore subject the Participant to actions including, but not limited to, immediate termination of the Participant's J-1 training/internship status and departure from the U.S. at his/her own expense.

4. INDEMNIFICATION: The Participant agrees that participation in the program is at his/her own risk and understands that the primary risks inherent in this program include, but are not limited to, injury or death due to air/land/water travel or traffic, changes in immigration laws and regulations, acts of God, as well as physical or mental disease or injury that can be caused by activities related to training/interning at the Host Organization, participation in Host Organization or the Designated J-1 Visa Sponsor Organization sponsored events, or free time activities.

The Participant agrees to indemnify and hold harmless StudySEA and the Designated J-1 Visa Sponsor Organization and all other persons connected with the program process from all liabilities, claims, actions, damages, expenses and losses of any nature whatsoever caused by or arising from any aspect of the program activities and all other persons connected therewith. Program activities include, but are not limited to, participation in specific Host Organization training/internship activities, which may or may not for any reason be available for his/her participation. The Participant further agrees to hold StudySEA, the Designated J-1 Visa Sponsor Organization and its officers harmless in the event of his/her personal illness other personal problems or other events out of his/her control that may cause him/her to miss part or all of the agreed upon program.

The Participant agrees to hold StudySEA and the Designated J-1 Visa Sponsor Organization harmless from all claims including, but not limited to, any representations regarding any part of sponsorship information given on the part of the Host Organization, StudySEA, or any other entities related to the Designated J-1 Visa Sponsor Organization regarding participation in this program. Further, the Participant agrees to hold StudySEA and the Designated J-1 Visa Sponsor

Organization harmless from all claims related to changes in location, employment, living or other conditions prior to or after his/her departure from the U.S., or changes in laws or regulations affecting this program.

The Participant agrees to indemnify and hold StudySEA and the Designated J-1 Visa Sponsor Organization harmless from the possible risk that the chosen Host Organization may become unable to provide the agreed upon program at a time prior to the Participant's arrival in the U.S. The Participant agrees to hold StudySEA and the Designated J-1 Visa Sponsor Organization harmless from any and all claims and expenses that he/she may have incurred (e.g. including, but not limited to airfares, immunizations) in preparing for this program.

The Participant desires to participate in the J-1 training/internship program through the Designated J-1 Visa Sponsor Organization, and understands that he/she knowingly consents to be considered for participation in this program, and if accepted, knowingly chooses to accept and adhere to all rules and expectations for the duration of the training/internship.

The Participant has been informed of the procedures and costs involved in selection, preparation for, and participation in this program and accepts that the results of any training/internship are not fully predictable or guaranteed. StudySEA, the Designated J-1 Visa Sponsor Organization and its representatives make no guarantees of the outcomes or results of the program.

The Participant understands that despite reasonable efforts made by StudySEA and the Designated J-1 Visa Sponsor Organization to ensure that the results of the program are positive and enjoyable, StudySEA and the Designated J-1 Visa Sponsor Organization cannot guarantee or assure that there may not be problems or challenges which may lead to the expulsion, firing, dismissal, or termination of the Participant from the program at the sole judgment and discretion of the Designated J-1 Visa Sponsor Organization or the Host Organization.

The Participant understands that given human nature, a certain percentage of people, which may include the Participant, will not succeed in completing this program, despite StudySEA's, the Designated J-1 Visa Sponsor Organization's, the Host Organization's or others' work and screening procedures. The Participant agrees to indemnify and hold harmless StudySEA and the

Designated J-1 Visa Sponsor Organization or any other persons connected with the program and its administration for failure to complete this program or any decision to terminate any aspect of the program.

The Participant is responsible for all of his/her acts along with any resulting loss or damage while on the program. The Participant agrees to indemnify and hold harmless StudySEA and the Designated J-1 Visa Sponsor Organization for any civil or criminal liability the Participant may incur while on this program or for assisting or defending the Participant in connection with any legal claims made against him/her.

The Participant understands and accepts that StudySEA and the Designated J-1 Visa Sponsor Organization utilizes commonly accepted cloud- and other web-based tools to provide its services, and that these web-based tools are provided by entities other than StudySEA and the Designated J-1 Visa Sponsor Organization. The Participant understands and agrees that neither Participant nor anyone else otherwise representing Participant shall under any circumstance at any time bring suit against or hold StudySEA or the Designated J-1 Visa Sponsor Organization responsible in any manner for damages or potential damages resulting from any kind of breach of electronic security that may result from such cloud- and other web-based entities.

5. CHOICE OF LAW: All disputes arising under or out of this Agreement shall be governed by and resolved in accordance with the laws of the Kingdom of Denmark. No other law shall be applicable. Any lawsuit arising out of this Agreement, or in connection with this Agreement in any manner, may only be brought in Denmark. No other venue shall be applicable.

6. PLACEMENT PROCESS: StudySEA guarantees one Host Organization interview only. If an Applicant is rejected after interviewing with a Host Organization, the circumstances will be assessed and it will be at StudySEA's sole discretion to decide whether or not to continue the search for another traineeship.

7. ADDITIONAL EXPENSES. The Applicant is aware of the scope of service provided by StudySEA and agrees to cover any additional expenses, which may occur. Additional expenses may include, but not be limited to, SEVIS fee, consulate or embassy fee and mandatory travel and health insurance.

9. PRICES. StudySEA reserves the right to adjust prices due to currency fluctuations, inflation and price increases made by its partners.

10. INSURANCE. The Applicant will be obligated to purchase an approved travel and health insurance through StudySEA. StudySEA cannot be liable for any insurance matters and claims must be submitted directly to the insurance company. The Applicant/Trainee must read and understand the insurance terms before purchasing it.

11. J-1 TRAINEE PROGRAM. The Applicant is aware of the requirements and regulations surrounding the J-1 Trainee Program, both in regards to eligibility and the requirements on maintaining legal status after entering the USA.

12. SEVERABILITY: This Agreement contains the entire understanding between and among the parties and supersedes any prior understandings and agreements among them respecting the subject matter of this Agreement. If any provision of this Agreement, or the application of such provision to any person or circumstance, shall be held invalid, the remainder of this Agreement, or the application of the remainder of this agreement to any person or circumstances other than those as to which it is held invalid, shall not be affected.