



J-1 Visa Checklist

The following checklist should help you compile your application documents. Please send us your complete application in **one e-mail**. You may separate the documents into a **maximum of three PDF files**. Please name every file/document according to its content and make sure that they are in the **same order** that you see below. A maximum size of **8 MB** should not be exceeded (colored scans are not necessary). Please scan the documents so that all text is **legible**. Excluding the Motivational Letter, all documents may be submitted in German. All necessary documents can be found in the Download Section on our website.

1	Application form <ul style="list-style-type: none"> ➤ Please make sure to sign pages 1, 3 and 4. 	<input type="checkbox"/>
2	Proof of college/university enrollment or Diploma <ul style="list-style-type: none"> ➤ TRAINEES ONLY must also submit proof of one year of relevant work experience (i.e. through work attestations). Trainee applicants without a university degree must submit proof of five years' work experience. 	<input type="checkbox"/>
3	Proof of insurance <ul style="list-style-type: none"> ➤ You may obtain coverage through your own health insurance provider in your home country. Please make sure that all required benefits are included (see website). As an alternative you may purchase health insurance through Global Secutive, LLC, an American insurance provider. Regardless of whether you secure health insurance through a privately chosen provider or through Global Secutive, please attach an insurance confirmation to your application, which details your name, the terms of the coverage, and the exact dates of validity (it should be valid from the day of entry into the U.S. until 30 days after the end of the internship/ traineeship). 	<input type="checkbox"/>
4	Motivational letter <ul style="list-style-type: none"> ➤ Please use our sample found under the category "Application Documents Candidate – Motivational Letter" as a guideline. 	<input type="checkbox"/>
5	Résumé in English <ul style="list-style-type: none"> ➤ German speakers please include your résumé in German in addition to the résumé in English. 	<input type="checkbox"/>
6	Two references <ul style="list-style-type: none"> ➤ Please attach two references (either in English or German). We accept recommendations from professors or previous employers, which include an evaluation of your performance. Please note that the two documents need to be from two different authors. You can find a Reference Template under "Application Documents Candidate – Reference (Sample)". 	<input type="checkbox"/>
7	Financial security statement <ul style="list-style-type: none"> ➤ If you receive less than \$1,500 per month from your host company, we will need a guarantee of sufficient funds from your guardian or a statement from your bank. ➤ You can find a template under "Application Documents Candidate – Financial Support Form." 	<input type="checkbox"/>
8	Scan of your passport – The photo page of your passport is sufficient	<input type="checkbox"/>
9	<u>Further information regarding your application</u> <ul style="list-style-type: none"> ➤ Telephone Interview ➤ Every applicant must complete a short telephone interview. After you submit your application materials, please wait for further details about the telephone interview from your case manager. The telephone interview is a combination of interview questions and an evaluation of your English language proficiency. ➤ Scan of the signed Training Plan DS-7002 <p>As soon as you receive the Training Plan from your case manager, sign it, scan a copy of all its pages, and send it back to your responsible case manager.</p>	<input type="checkbox"/>