

INSTRUCTIONS

The following checklist should help you compile your application documents. Please submit all documents as PDF scans, and make sure that all text is legible. Excluding the English Motivational Letter, all documents may be submitted in German. Templates and documents can be found in the download area of our website www.go-j1.com.

CHECKLIST

1.	Participant Agreement and Application form - Please make sure to sign pages 2, 5 and 7.	
2.	<p>Proof of university enrollment or degree</p> <p><i>Intern:</i></p> <ul style="list-style-type: none"> ■ If you are enrolled in full-time studies, please submit an enrollment confirmation valid at the start date of your internship (Immatrikulationsbescheinigung) ■ If you are in vocational training, please submit the vocational training contract you have with your school and training company (Berufsausbildungsvertrag) ■ If you have already obtained a degree and start your internship within 12 months after graduation, please submit the degree document <p><i>Trainee:</i></p> <ul style="list-style-type: none"> ■ Please submit your degree document plus proof of one year of full-time professional work experience following graduation (employment contract) <p><i>Rechtsreferendar:</i></p> <ul style="list-style-type: none"> ■ Please submit your degree document (Zeugnis Erstes Staatsexamen) plus a confirmation that you have completed one year of mandatory legal training (Berufung ins Rechtsreferendariat) 	
3.	<p>Proof of insurance</p> <p>You may obtain coverage through your own health insurance provider in your home country. Please make sure that all required benefits are included (see our website). As an alternative you may purchase health insurance through an American insurance provider (listed on our website). Regardless of whether you secure health insurance through a privately chosen provider or through a US provider on our website, please attach an insurance confirmation to your application, which details your name, the terms of coverage, and the exact dates of validity (you MUST be insured from the day you enter the US and until 30 days after the end of your internship).</p>	
4.	<p>Motivational letter</p> <p>Please refer to the template in the download area of our website as a guideline. The letter should have your name/address; your case manager's name/title/address, a place, a date, and should be signed by you.</p>	
5.	Resume in English - German speakers please also include your German resume.	
6.	<p>Two references</p> <p>Please attach two references (either in English or German). We accept recommendations from professors or previous employers, or previous internships, but the letters cannot be older than FIVE years. The references should include an evaluation of your performance and your character. Please note that the two documents need to be from two different authors.</p>	
7.	<p>Financial security statement</p> <p>If you receive less than \$1,500 per month from your US Host Company, we will need a guarantee of sufficient funds from your parent/guardian or a statement from your bank. There is also the option for you to be paid from Germany, or home country; in this case please include proof in form of a statement or contract. The document can be found in the download area of our website</p>	
8.	Scan of your valid passport - The picture page of your passport is sufficient	

ADDITIONAL INFORMATION REGARDING YOUR APPLICATIONS

9.	<p>English interview</p> <p>Every applicant must complete a short English interview to evaluate English language skills. Your case manager will arrange for this interview at some point during the application process.</p>
10.	<p>Scan of the signed Training Plan DS-7002</p> <p>You will receive your Training Plan DS-7002 from your case manager. Please sign it, and send your case manager a scanned PDF copy.</p>