

Participant Contract & Terms and Conditions with Ayusa-Intrax GmbH

for arranging the participation in the Intrax J1 visa service Internship and Trainee program

1. Ayusa-Intrax GmbH, located at Giesebrechtstr. 10, 10629 Berlin, Germany, offers the participant the J1 visa service USA for internships and trainings (“Program”), conducted by International Training and Exchange, Inc. dba Intrax in the USA (455 Market Street, Suite 1700, San Francisco, CA 94105). Intrax is the sponsor organization for the J1 Visa for this Program and issues the DS-2019 form.

2. **Conclusion of Contract with Ayusa-Intrax GmbH**
 - a) Acceptance of application is based on the program requirements as detailed on the program website; on required documents which the participants uploads after registering on MyIntrax Portal (https://intraxinc.secure.force.com/intraxappengine/AppEngine_SiteRegister?uIn=IGIG&); and upon a video interview with an Ayusa-Intrax GmbH representative.
 - b) The contract becomes binding with the invoice following the interview.
 - c) If the participant requests Ayusa-Intrax GmbH to invoice the U.S. Host Company instead, the participant remains contracting party and remains responsible for the payment.
 - d) The contractual relationship between the participant and Ayusa-Intrax GmbH shall be governed exclusively by German law. The court for Ayusa-Intrax GmbH is in Berlin.

3. **Terms & Conditions of the J1 Sponsor Intrax**

A detailed account of the terms & conditions, responsibilities, benefits and program restrictions is set out in the contract „Intrax Global Internships Program Terms and Conditions“ of Intrax, 455 Market Street, Suite 1700, San Francisco, CA 94105, USA. You can read them on our program website and you will later be required to sign them via DocuSign online in your MyIntrax profile.

4. **Program Benefits**
 - a. **Ayusa-Intrax GmbH** shall be responsible and agrees to perform and provide the following:
 - Check compliance with Department of State J1 visa regulations as pertaining to requirements for interns/trainees, the host company, and the internship/training position. (Participant is solely responsible for entry requirements)
 - Support the host company when completing the *DS-7002 Internship Training Placement Plan* form
 - Assisting with visa related documents
 - Consulting and program preparation in Germany by Ayusa-Intrax GmbH in Berlin
 - Contact person for the duration of the program
 - Certificate upon successful completion of the program

 - b. **Intrax** shall be responsible and agrees to perform the following:
 - Validation Call with the participant’s U.S. supervisor
 - Vetting the U.S. host company to ensure eligibility
 - Issuance of DS-2019 form
 - Travel Health insurance complying with J1 visa regulations
 - Student Exchange Visitor Information System (SEVIS) fee (\$220) paid by Intrax to the U.S. government
 - Online Pre-Departure Orientation
 - On-program support including 24-hour-emergency

Not included in the program fees:

 - Visa application fee (currently \$185 to be paid directly to the US Embassy in your home country)
 - Flight, Transportation Costs, Accommodation, Living Expenses

Disclaimer of liability:

Ayusa-Intrax GmbH shall be liable to the participant for damages that are not physical injuries only up to a maximum amount of three times the program fee, provided that the damage was



neither caused intentionally nor as a result of gross negligence, or if Ayusa-Intrax GmbH is responsible for damage to the participant solely due to the fault of a service provider. If, for services rendered by a service provider, international conventions or legal provisions based on such conventions apply—under which claims for damages may arise or be asserted only under certain conditions, restrictions, or may be excluded—Ayusa-Intrax GmbH may also invoke these conventions or provisions in relation to the participant.

Force Majeure

Ayusa-Intrax GmbH cannot be held liable without limitation if it fails to fulfill any of its obligations to the participant, provided that such failure is caused by/results from/and is not limited to a case of force majeure: natural disasters, acts of war or unrest, riots or revolts, strikes or other union activities, criminal or terrorist activities or threats thereof, or other causes beyond the control of Ayusa-Intrax GmbH. In such cases, the cancellation fees shall correspond to the same amount as the cancellation fees applicable in the event of a visa denial.

Visa Processing and Government Regulations

Participants should be aware that laws, regulations, and procedures governing the processing of visa applications—particularly those issued by U.S. authorities (such as the Department of State, immigration authorities, or embassies)—are subject to change. These changes may include, but are not limited to, modifications to eligibility criteria, extended processing times, temporary suspensions of certain visa categories, or new documentation requirements.

As such, any changes, restrictions, suspensions, denials, or cancellations of applications resulting from official decisions are entirely beyond the control of Ayusa-Intrax GmbH. For example, sudden changes in U.S. immigration policy, temporary consulate closures, or new government directives imposing additional criteria may result in an application being delayed or rejected.

If a visa application is cancelled, rejected, or delayed due to circumstances beyond our control, Ayusa-Intrax GmbH cannot be held responsible. In such cases, the cancellation fees shall correspond to the same amount as those applicable in the event of a visa denial.

Flight Booking and Accommodation

Booking a flight or accommodation prior to receiving your J-1 visa is at your own risk. Ayusa-Intrax GmbH has no influence over, and cannot guarantee, individual waiting times for consulate interviews, visa issuance, or any other potential delays not related to our process.

5. Internship/Training Contract

The participant signs an internship/training contract (DS-7002 Internship Training Placement Plan) with the local host company. Regarding the internship/training, the host company is the contractual partner for the participant. The DS-7002 is subject to local laws. The Participant must comply with the local laws as well as with the rules and regulations of the respective program or host company. Complaints during the program must be communicated directly and without delay to Intrax Inc. in the USA and Ayusa-Intrax GmbH.

6. Payment of Program fees

The program fees are payable seven days after the invoice is due.

Please note that for your benefit, Ayusa-Intrax does not charge program fee for the grace period (time spent in the USA before and after the internship). The program fee is based solely on the duration of the internship.

The SEVIS fee of \$220 is already included.

Upon receipt of the program fees, Ayusa-Intrax GmbH will forward the participant's application to Intrax in the USA for final review.

Program Fees 2026

Months	Intern Fee €/ \$	Trainee €/ \$
1	1070	1170
2	1170	1270
3	1270	1370
4	1370	1470



5	1470	1570
6	1570	1670
7	1670	1770
8	1770	1870
9	1870	1970
10	1970	2070
11	2070	2170
12	2170	2270
13		2370
14		2470
15		2570
16		2670
17		2770
18		2870

Extra Fees

DS-2019 Reissue Fee: 90€ / \$90

(In case of changes on the form, a new DS-2019 needs to be issued. This fee is non-refundable.)

On-Site-Visit: 250 € / \$260

Non-refundable

Additional Remote Site-Visit Fee: 105 € / \$110 (For travel to site of more than 80 miles)

(An On-Site-Visit is required if your American host company has not yet taken part in the Intrax J1 visa Program, has fewer than 25 employees and less than \$ 3 million annual turnover. This fee is non-refundable.)

Multiple Sites of Activity (per site): 150 € / \$160

(If your host company plans for you to intern in several of their offices/sites across the U.S.)

Express Service: 1200 € / \$1250

Non-refundable

(Issue of DS-2019 within 4 business days after having complete application, interview, and payment.)

J-2 visa service: 635 € / \$ 665 per person for one month incl. insurance, 135 € / \$145 each additional month

(For spouse and children)

7. Refund Policy

In the event of a withdrawal from the program, reimbursement of program fees will be as follows:

Cancelation before issue of DS-2019	Cancelation Fee: 490 € / \$490
Intrax rejects the application	Cancelation Fee: 190 € / \$190
Cancelation after issue of DS-2019	Cancelation Fee: 850 € / \$850
Cancelation in case of visa denial	Cancelation Fee: 750 € / \$750
Cancelation after program start date	No refund
Cancelation of J2 for family member	250 € / \$250 before program start date

In general:

- Refund only after written or oral resignation (in English) with indication of the reason
- The fee for an on-site visit is non-refundable
- Incorrect or misleading information about the trainee may lead to immediate exclusion from the program. In this case, no program costs will be reimbursed.



8. Data Protection and Consent to Data Collection, Processing, and Use

- (1) In order to be able to successfully place participants in the internship program, to issue the DS-2019 preliminary visa document, and to fulfil the services described in § 4 of the participation contract, Ayusa-Intrax must collect and process a variety of personal data. Detailed information on the purposes and scope of the data collection, processing, and use can be found in the attached "Information Sheet for Participants in the Internship Program Collection and Processing of Personal Data by Ayusa-Intrax." The Intern is aware that this is a part of the contract.
- (2) For the purpose of conducting the application procedure, for issuance of the DS-2019 preliminary visa document for the USA, and for placement in a suitable company locally, Ayusa-Intrax must pose questions to the Intern regarding his or her health that are answered through self-disclosure. This includes, for example, information on general health status and pre-existing conditions.

The data will be transmitted to partner organisations to the extent necessary for placement in a suitable company locally, for issuance of the DS-2019 preliminary visa document for the USA, and for the support of the Intern in the host country. In individual cases participation in the program may not be possible due to health restrictions. Upon signing this contract the Intern agrees to the collection, processing, and use of this special category of personal data.

- (3) To aid the search for an internship program in a company in the host country, in addition to your CV, information from the registration form will be transmitted to the local partner organisation. This includes first name, surname, address, age, country of origin, nationality, contact details, and a brief description of the Intern based on a telephone interview. Companies with internship programs only receive CVs without surnames or contact data. The Intern agrees to the transmission of this information by signing this contract. This does not relate to the J-1 visa service for internships found independently.
- (4) The submission of the following declaration of consent is voluntary and consent given can be withdrawn at any time. Without this consent, however, participation in the application procedure and in the internship program by placement in the internship program of a company through Ayusa-Intrax is generally not possible.

CONSENT TO DATA COLLECTION, PROCESSING, AND USE

Upon signing this contract I agree that information about my health (e.g., pre-existing conditions) will be collected, processed, and used by Ayusa-Intrax GmbH during the application process and will be transmitted to the partner organisation in each host country to the extent specifically necessary for participation in the internship program, for issuance of the DS-2019 preliminary visa document, and for the search for and placement in an internship program with a company in accordance with the "Information Sheet for Participants in the Internship Program: Collection and Processing of Personal Data by Ayusa-Intrax" to be found below.

Upon signing this contract, I further agree that the local partner organisation, pursuant to the "Information Sheet for Participants in the Internship Program: Collection and Processing of Personal Data by Ayusa-Intrax" (on our website) will forward some information from my application to internship programs within companies. This does not relate to the J-1 visa service for internships found independently.

Date / Print Name _____

Signature _____

If you have any questions regarding the content of this contract, please contact us for advice: info@intraxinternships.com, +49 30 84 39 39 94.

I have read the terms and conditions of the contract and the refund policy in full and carefully, and I have been given the opportunity to ask questions on the conditions. I have read the "Intrax Global Internships Program Terms and Conditions" and the "Addendum - Intrax J-1 Visa Intern and Trainee Program Terms and Conditions for Internships and Trainee Programs in the United States" on the program website. I will sign them online via DocuSign upon receipt of the invoice for the program fees. I have understood everything and accept all conditions of participation.

Date: _____ Name (Print): _____

Signature: _____

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Registration Number HR B 65283, District Court Berlin-Charlottenburg | VAT ID: DE 189128751
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Information Sheet for Participants in the Internship Program: Collection and Processing of Personal Data by Ayusa-Intrax

In order to be able to successfully place participants in the internship program (hereinafter: program participants), e. g. to be able to issue the DS-2019 preliminary visa document for the USA, and to fulfil the participation agreement, we, Ayusa-Intrax GmbH (hereinafter: Ayusa-Intrax), must collect and process personal data from our program participants. In this Information Sheet we would like to inform you of the purposes and scope of the data processing.

1. Contact for Data Protection Questions

Program participants can at any time direct questions regarding this information sheet or the data processing by Ayusa-Intrax to us at info@intraxeuropa.com or to our external data protection officer at dsb-intrax@datenschutz-maximum.de.

2. Collection and Processing of Data from Internship program participants

Purpose of data collection

The main purpose for the data collection and processing by Ayusa-Intrax is the fulfilment of the participation contract. Specifically, we or our foreign partner organisation collects personal data from program participants for the following purposes: the implementation of the application procedure, the placement in an internship company in the respective host country, the organisation of the trip to the host country, where necessary to issue the visa documents, the support of interns on site as well as for emergencies.

Scope of data collection

We collect the necessary data in the application documents, which are mainly in English. Depending on the host country selected, the application documents are made available to the intern either as an online form or by e-mail and/or the applicant sets up a personal and password protected online access to the application documents himself. The application documents include information such as names, birth dates, contact details, country of origin, nationality, program preferences, interests, health status, and a brief description of the internship program participant based on a telephone interview. Depending on the host country, the CV, enrolment certificate, and letter of motivation will be forwarded to the local partner organisation if this is necessary for the fulfilment of the participation contract. Internship companies only receive a curriculum vitae without surnames and contact details.

3. Collection and processing of specific types of personal data

In order to be able to arrange an internship company or to issue the DS-2019 Visa Preliminary Document for the USA, Ayusa-Intrax interns must also ask questions about their health. These include general health information, allergies and medical conditions collected through self-disclosure. If the trainee provides such information in the application process, interview, or application documents, we also process data on ethnic origin and sexual orientation.

This data is transferred to the partner organisation in the host country if this is necessary for participation in the program and, in particular, for placement in a suitable local company and the support of interns in Germany and in the host country.

Since Ayusa-Intrax may not process such special types of personal data without the consent of the persons concerned, we obtain the consent of the trainee in the application process and with the participation contract.

4. Recipients of data

The recipients of the data are the partner organisations of Ayusa-Intrax in the host country, volunteers of Ayusa-Intrax as well as the partner organisations, internship companies and potential internship companies, visa offices and, if applicable, state authorities of the host country. The data will only be processed for the specific purpose and to the extent necessary. A recipient only receives the data he or she needs to fulfil his or her specific task.



5. Responsible party(ies) for data processing

The entity responsible for the collection and processing of the data is Ayusa-Intrax GmbH, Giesebrechtstr. 10, 10629 Berlin. To the extent data is transmitted to other entities (e.g., partner organisations, government authorities) they are also responsible entities.

6. Retention Periods for Data

Ayusa-Intrax only retains data concerning the program participant for as long as necessary for organisational reasons and as permissible under data protection law. Personal data and contract documents of the program participant are retained based upon statutory retention periods for up to 10 years after the regular conclusion of the internship program.

7. Right to Information and Right of Objection

Upon request, our participants will receive from us, at any time and without giving reasons and free of charge, information about their data stored and processed by us and may receive it in a machine-readable format for the purpose of data transferability. You can also have your data corrected or completed at any time. You may also request the deletion or limited processing of your personal data. It should be noted, however, that there are legal storage obligations, e.g. for paid contracts such as the booking of internship programs, and that we may therefore not delete the data completely in every case. In this case, we will arrange for the processing of the data to be restricted. Internship participants may also revoke their consent to the collection and use of data in whole or in part at any time without giving reasons.

Processing of data for advertising purposes and right of objection

We also use participant data to recruit volunteers, for returnee work, or to a limited extent to provide information about other program options with Ayusa-Intrax. However, Ayusa-Intrax will never share personal information about internship participants with third parties for promotional purposes. Of course, Ayusa-Intrax may object to the use of data for advertising purposes at any time by sending an e-mail to info@intraxeuropa.com.

Detailed information on data protection at Ayusa-Intrax and the rights of data subjects can be found in the data protection guidelines on our website: <https://www.intraxeuropa.com/privacy-policy>. Of course, we are available to our participants at any time for further questions regarding our information on data protection and the processing of their personal data.

Intrax | AuPairCare | Ayusa

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