



J-1 Internship Program Service Agreement – DS-7002 & 2019

This agreement ("Agreement") is made between International Cultural Exchange Institute ("ICEI") 607 Dakota ave. Riverdale, ND, 58565 and

("Applicant"). This Agreement becomes effective on the date it is signed and received by ICEI with the service fee and is valid for the duration of the specific internship program unless terminated per the terms of this Agreement.

Application Process

ICEI needs to receive the following items to be considered "applied":

From J-1 Intern Applicant:

1. Filled out and signed this service agreement
2. Deposit Fee: \$300
3. Eligibility Form
4. School Transcript (Original and English Translation)

From J-1 Agency/Host Company:

1. J-1 Agency Agreement
2. Host Company Agreement
3. Copy of Worker's Compensation Insurance
4. Internship Placement Plan

Eligibility and Approval

You will be notified whether ICEI determined that you and your program are eligible for DS-2019 issuance. If you are eligible, please pay the balance.

You will be asked to provide the Financial Affidavit with bank statement. The amount necessary for our issuance of DS2019 depends on the length of your internship. The estimate can be made by adding the following numbers:

Rent \$750 x () months

Food and Transportation \$900 x () months



Other Expenses \$2000

Service

Internship Program Terms: _____

Service Fee: \$ 850
 SEVIS Fee: \$ 180 *subject to change
 Insurance: \$ 50/month

Service Included:

Interview
 Issuance of DS-7002 & DS-2019
 Health Insurance at your request with fee
 Shipping Fee * re-issuance of DS forms fee (\$100) and second time shipping fee due to mistakes not caused by ICEI are not included
 Arrival Orientation
 J-1 visa application support materials
 24 hour emergency hot-line
 Local Support

Optional Service:

Home stay arrangement (breakfast and dinner)
 Pick-up at the airport

Not Included:

Visa application fee and traveling costs and living expenses

Cancelation and Refund

Amount of Time Elapsed in Program	Refund
Application and Eligibility Denied	\$300
After Application & Eligibility Approved, You Cancel	If you have already paid the entire balance of \$850, \$550 refund will be made. If you have not paid the balance, no refund.
After DS-2019 already issued and Applicant was denied a J-1 visa	\$340
Applicant secured the visa	No refund



Refunds will be mailed or wire-transferred to the party who made the payment within 15 business days of the request having been received in writing. A wire-transfer charge will be deducted from your refund.

* Please contact your host family regarding your direct deposit paid to your host family. Please read the home-stay agreement carefully, if you found your host family by yourself. The participants who ordered home stay arrangements through ICEI will be notified the refund policy of each host family.

Terms and Conditions

ICEI is not responsible for the situations below and the cancellation, delay, postponing of your internship program on the basis of the reasons due to applicant or the host company and the issues and liabilities caused by it.

- o Rejection by host companies
- o Denial of the visa application at the American Consulate
- o Refusal of entry into the U.S.
- o Political issues between the government of your home country and the United States of America, or if there are any issues between the United States government and the United States Consulates/Embassies
- o The participant is not present on the start date of his or her program, and then the host company cancels the program
- o Cancellation of the program as a result of a host company's complaint against the applicant caused by the applicant's action, failure to act, or insubordination and the applicant's departure as a result
- o When cancelation before completion of the program due to the host company's fault or condition occurs, the applicant is entitled to change the host company. However, within 30days from the date the applicant left the original host company, all documents must be processed and completed. ICEI will not be responsible for cancelation/revocation of the applicant's non-immigrant status due to his/her delay in reporting to ICEI.

Third Party Involvement



ICEI is not responsible for acts and promises of agents or third parties that facilitate the J-1 internship program or J-1 recruiting agencies including our partner agencies.

Disclaimer

ICEI will provide the services of issuance of DS-2019, and other related services listed in the Agreement. However, ICEI will not guarantee the result and completion of J-1 participant's internship program. ICEI will not be responsible for any disputes or issues between a J-1 participant and a host company unless a dispute or issue concerns a violation of the laws and regulations governing the J-1 Exchange Visitor Program or the terms of the agreement between a host company and ICEI. The agreement between a host company and ICEI is based on the laws and regulations governing the J-1 Exchange Visitor Program and provides protection for a J-1 participant. It is your responsibility to contact ICEI about the issues that are not discoverable and not foreseeable at the time of the contract between a host company and ICEI and during a site visit and monitoring process.

Name			
Address			
Phone		Cell	
E Mail		Fax	
Parent's Name		Phone	
Parent's Address			
Parent's or Emergency Contact	Name: Phone Number:		

Name: _____ Date: _____

Signature: _____

If you are under the age of majority in your country:

Parent's Name: _____ Parent's Signature: _____



International Cultural Exchange Institute

Name: _____ Date: _____

Title: _____ Signature: _____