



Thanks for your interest in Smaller Earth's 12 and 18 month visas. This packet will guide you through the process of bringing over international participants for the intern and trainee programs.

The Two Visa Types

Internship J1 (Up to 12 months in length)

Participant must have graduated from University no more than 12 months before their program start date OR If their degree course is related to their employment, then they may take a year out from their degree to complete an internship; however, they must have completed at least one year of the university program.

Trainee J1 (Up to 18 months in length)

Participant must have a university degree equivalent to a bachelor's. (minimum 3 years in length) and one years related work experience OUTSIDE of the USA OR no degree and 5 years related work experience OUTSIDE of the USA.

It is recommended that if the applicant is eligible for both visas they apply for the Internship J1 visa first. When the placement is over, the participant can then quickly turn around and apply for the Trainee J1 visa after.

What we need from you as the employer:

1. A copy of your worker's compensation policy
2. Signed host business agreement with our visa sponsor
3. Training/Internship placement plan (this details the aspects of the participant's work schedule. The plan outlines an increase in training as placement goes on)

Costs:

The length of the program determines the costs. Cost includes program administration and SEVIS.

Up to 6 months: \$1,376

Up to 12 months: \$1,472

Up to 18 months: \$1,568

Insurance is mandatory at an additional \$50 per month. It must be paid upfront, but can be reimbursed if program duration shortens.

If this is the first time your business hosts an intern/trainee, then Cultural Homestay International may be required to visit your site at an additional cost of \$200.

Length of process:

The length of the process varies but can take 6 to 8 weeks from the time Smaller Earth receives all complete paperwork from you and your participant.



Step 1: Submit your Participant for Review

Using the following template, please send your participant’s contact details, citizenship and complete resume to mustangs@smallerearth.com.

Note: in order to facilitate a quick response, only include work experience **outside of the US** and **use specific dates.**

Experience (list most recent to least recent)	MM/YYYY – MM/YYYY	Employer	Location,
	City/Country		
	Job Title – eg. Barista		
	<ul style="list-style-type: none"> ▪ Job description – e.g. Cashier ▪ Job description – e.g. Served Customers Gourmet Coffee ▪ Job description – e.g. Light Clean Up Duties at end of each shift 		
	MM/YYYY – MM/YYYY	Employer	Location,
	City/Country		
	Job Title		
	<ul style="list-style-type: none"> ▪ Job description – e.g. customer service ▪ Job description – e.g. cleaning rooms ▪ Job description – e.g. stocked Shelves 		
	MM/YYYY – MM/YYYY	Employer	Location, City/Country
	Job Title		
	<ul style="list-style-type: none"> ▪ Job description - more descriptions is better ▪ Job description- Don't assume an employer knows what your job entails ▪ Job description 		
	MM/YYYY – MM/YYYY	Employer	Location, City/Country
	Job Title		
	<ul style="list-style-type: none"> ▪ Job description ▪ Job description ▪ Job description 		
Education	2000 - 2004	Name of Institution	City, Country
	<ul style="list-style-type: none"> ▪ B.A., Business Administration and Computer Science ▪ Graduated <i>summa cum laude</i> 		

Questions?

Smaller Earth is here to help you bring your favorite staff back to your host business! Let us know if you have any questions by calling 1.866.803.7643 and select option 2.: