



Welcome to Korea WEST

Congratulations on having been selected as a WEST (Work, English Study and Travel) participant. What an honor to represent your university and country in this historic cooperative program between the Republic of Korea and the United States! AIPT-CDS is pleased to be a U.S. Exchange Visitor Program Sponsor selected by the U.S. Department of State to arrange the WEST Program.

We at AIPT-CDS have been working hard to develop a unique program to equip you with English training, American business skills, and a professional internship in your field of study. It is our job to provide comprehensive preparation and support to help you succeed and fully benefit from the WEST Program. AIPT-CDS wants you to develop the skills and global competencies for leadership in the global market.

AIPT-CDS believes that the training you will receive, the skills you will learn, and the friendships you will make during the WEST Program will create opportunities throughout your career. As a combined organization, AIPT-CDS, Inc. has over 100 years of history and has opened doors for over 100,000 people around the world. AIPT-CDS's premier program will challenge you with fresh ideas and new approaches that will contribute to your intercultural and professional growth. We look forward to welcoming you to the AIPT-CDS WEST Program!

Now that you have been selected by MEST (the Ministry of Education, Science, and Technology in Korea) as a Korea WEST candidate, you will need to complete our application and send all the documents listed below. This application is due no later than **June 17** to give AIPT-CDS time to complete an English language interview and prepare the documents you will need to apply for your visa. If you have questions, please send an email to koreawest@aipt.org

Time Line

June 17	Applications are due to AIPT-CDS. Please submit WEST application and all supporting documents (listed on page 2).
June 3 - July 1	AIPT-CDS processes applications. We may request additional information in reviewing your application. All such requests will be made through your GISC (Global Internship Support Center) representative.
July 8	AIPT-CDS will announce language center assignments.
August 1	AIPT-CDS will mail all documents to GISC that you will need for your visa interview.
August 11	An AIPT-CDS staff member will be in Seoul to conduct an Orientation session.
Late August	You will travel to the U.S. to begin your English Language Training.



Documents

It is very important that you submit ALL of the documents listed below when you submit this WEST application form. The more information we receive regarding your educational background and work history, the easier it will be for us to place you in internships. Please submit the following documents:

- » Completed and signed AIPT-CDS Korea West application
- » Photocopy of a valid passport (photo page and name/issuance page; name and birth date must be clear and legible)
- » Proof of English ability (including TOEIC scores and, if available, TOEIC Speaking score) from the past 12 months
- » A statement of motivation
- » Copies of any previous non-tourist visas to the United States
- » If you are a currently enrolled student, please provide a letter from school confirming full-time student status (translated in English)
- » If you are a recent graduate, please provide a copy of your certificate or diploma (translated in English)
- » A copy of your 4-year university transcripts (translated in English)
- » A list of classes and descriptions for those classes related to your major
- » Resume or CV
- » A recent digital photograph of your face (headshot). **We will use this for the profiles we send to potential employers.** Please be sure to look friendly and out-going.
- » Engineering & design majors: Send a portfolio or work sample.

What is the internship process?

Once you have arrived to the U.S., AIPT-CDS will contact you to discuss your internship interests. We will then ask you to apply for open positions that fit your field of study and professional aspirations. You should review the opportunities and research companies on your own and then apply for as many internships as possible to increase your chances of timely placement. AIPT-CDS will contact you when an employer is interested in interviewing you and will schedule an in-person, phone or Skype interview, depending on your location. Once an employer has chosen you, we will make an offer to you that you will need to accept in writing.

Although this varies by opportunity, many internship positions for college students in the U.S. are unpaid. Participants who accept an unpaid internship will receive the KCUE stipend of KRW 1,100,00 per month for a maximum of six months. Most government, non-profit (i.e. museum or charity organization) and university positions are unpaid. In paid positions, interns earn a wage or stipend equivalent to what an American intern would earn in a similar position.

English Training Location

Please indicate your preferred English training location. (Four-Month Program)

- San Diego, CA
- Washington, DC
- New York, NY

Room and Board payments and Airport Pickup

AIPT-CDS will announce your English language location assignment. You will then receive instructions on how to apply to your language school and make payments for room and board, as well as receive information regarding airport pickup, if applicable.

Fees

Program Fee

\$8400

Included in the program fee: \$320 Application fee (non-refundable) & \$180 SEVIS fee (non-refundable once SEVIS receipt is issued).



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WEST (Work, English Study, Travel) Information

Refund Policy

AIPT-CDS will ensure the terms and conditions as follows for the refund of any fees:

Prior to GEC Arrival in U.S.

Cancellation prior to issuance of DS-2019 Form	SEVIS Fee, Language Program Tuition Fee, and Internship Sponsorship Fee
Cancellation after the issuance of DS-2019 Form	Language Program Tuition Fee and Internship Sponsorship Fee
Visa denial by U.S. Embassy or denial of entry at U.S. Customs	Language Program Tuition Fee and Internship Sponsorship Fee

After GEC Arrival in U.S.

GEC's withdrawal from WEST Program where 50% or less of the language training program is completed and no internship has been secured	Prorated Language Program Tuition Fee pursuant to the refund policy of the language institution and unexpended Language Program Tuition Fee by Sponsors (if applicable), and 100% Internship Sponsorship Fee
GEC's withdrawal from WEST Program where 50% or more of the language training program is completed and no internship has been secured	Prorated Language Program Tuition Fee pursuant to the refund policy of the language institution and unexpended Language Program Tuition Fee by Sponsors (if applicable), and partial Internship Sponsorship Fee*
GEC's withdrawal from WEST Program where 50% or more of the language training program is completed and internship has been secured (Assumes that zero days of Internship were used)	Prorated Language Program Tuition Fee pursuant to the refund policy of the language institution and unexpended Language Program Tuition Fee by Sponsors (if applicable), and 50% of Internship Sponsorship Fee
GEC's early internship placement while language training program is in session	Prorated Language Program Tuition Fee pursuant to the refund policy of the institution and unexpended Language Program Tuition Fee by Sponsors OR option to complete missed weeks of Language Program (if applicable)
Inability of Sponsors to provide internship placement to GEC who has followed 'WEST Program Internship Placement Expectations', and where GEC has been given no offer of a quality deemed appropriate by Sponsors and GISC at the end of the GEC's language training program	Partial Internship Sponsorship Fee*
GEC's termination from internship due to no fault of GEC where less than 70% of the internship has been completed **	Sponsors will assist GEC in securing replacement internship**
GEC's termination from internship for a cause	No Refund GEC will be given self-placement period of 60 days to secure second internship
GEC's voluntary withdrawal from WEST Program during internship	No Refund

Note 1: All notice of cancellation or withdrawal must be made in writing to Sponsors.

Note 2: All refunds will be made with prior consultation between both sides.

* In the event Sponsors issue partial Internship Sponsorship Fee, amount of Internship Sponsorship Fee to be refunded to the participant will be evaluated by GISC and Sponsors pursuant to the Rights outlined in Addendum A. The Department of State will review the amount to ensure its accuracy and fairness.

** If host company cancels training opportunity for any reason (besides terminating the GEC for a cause), Sponsors will endeavor to secure a replacement for the GEC



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AIPT-CDS Responsibilities

AIPT-CDS will offer a language training program at an accredited language school or university. The language training program will include coursework in American business practices to give participants familiarity with business procedures, corporate culture, and general office management issues. AIPT-CDS will allocate participants to respective language centers reflecting participant preference to the best extent possible, but cannot guarantee that first preferences will be met in all cases, and reserves the right to make final language school placement decisions.

AIPT-CDS will make its best efforts to provide internship placements for all WEST participants upon their successful completion of the language study portion of the program. Internship lengths will vary depending on host company requirements. AIPT-CDS will make its best effort to provide host company interviews of reasonable quality during a participant's language training program. AIPT-CDS will provide career counseling services during this process. While AIPT-CDS will make every effort to secure internship placements that reflect a participant's major and preferences, AIPT-CDS cannot guarantee a placement in a specific location, with a specific company or in a specific department/area.

AIPT-CDS will provide comprehensive medical insurance to all participants, meeting or exceeding U.S. government requirements for this program and which will cover the entire duration of the program (for up to eighteen (18) months).

Prior to participant's departure for the United States, AIPT-CDS will provide information regarding pricing of housing options for their language training program. As the location of your internship is not guaranteed, participants should only secure housing for the language training portion.

Participants will be responsible for finding their own housing during the internship portion of the program.



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WEST (Work, English Study, Travel) Information

Exchange Visitor Obligations and Responsibilities: Terms and Conditions

Please review the items below. By signing this page you are agreeing to the terms, conditions and refund policy as stated below:

I understand that I am not authorized to leave my AIPT-CDS-sponsored training/internship program, nor will I seek a training/internship position with any other U.S. company/firm/organization while I am sponsored by AIPT-CDS. However, in the event of a breach in the internship program on the part of the host organization, I will contact AIPT-CDS immediately to seek assistance.

If I voluntarily leave my host organization, I agree to leave the United States within 10 days and will indicate that to AIPT-CDS by surrendering the Certificate of Eligibility to AIPT-CDS, along with a copy of my airline ticket out of the United States. I understand that if I leave my training/internship program and do not surrender the Certificate of Eligibility along with proof of transportation out of the United States, AIPT-CDS will withdraw its sponsorship and notify the U.S. Department of State and immigration authorities. I realize that once this step has been taken, I am in the United States illegally.

I understand that the intent of the J-1 Exchange Visitor Visa is to allow me to enhance my skills and improve my knowledge of American methods which will be useful to me when I return home. I hereby pledge that I will not seek any changes in visa status during my AIPT-CDS-sponsored J-1 visa program. Therefore, it is my intention to leave the United States at the end of my program.

I recognize that AIPT-CDS is my legal sponsor while I am in the United States as a J-1 participant. I acknowledge that AIPT-CDS must approve in advance any changes in the program and that I am responsible for reporting to AIPT-CDS, in a timely manner, any changes in the program, such as a change in program location; a change in the dates of the program which would cause me to leave the United States more than 30 days before the end date on the Certificate of Eligibility; or any substantial changes in content of my program.

I agree to provide AIPT-CDS with my date of entry to the United States, an established local U.S. address and phone number within 10 days of arrival, as well as all AIPT-CDS forms and evaluations. During my stay in the United States, I will notify AIPT-CDS of any changes in my current address within 10 days of the change. U.S. government regulations stipulate that failure to do so will result in the automatic cancellation of my J-1 visa.

I understand that the time allowed for the internship plus language training is limited to a maximum of 18 months, and that my Certificate of Eligibility will reflect the dates of my training/internship program. I realize that I will have 30 days beyond the end date given on the Certificate of Eligibility to conclude my affairs and travel in the United States, and that I will then be expected to exit the United States.

I have read, understood, and do agree to follow the AIPT-CDS Policies listed in the J-1 Visa Program Instructions and Information. I understand that AIPT-CDS can withdraw sponsorship if any of the conditions of my training/internship are changed without AIPT-CDS's advance permission. If sponsorship is withdrawn, I will return the Certificate of Eligibility to AIPT-CDS, and exit the country immediately. I certify that I will comply with laws, regulations and/or instructions of appropriate government agencies in the United States. I understand that use of the Certificate of Eligibility provided by AIPT-CDS confirms acceptance of all terms and conditions outlined in the training/internship program.

I understand by my signature that AIPT-CDS will own the photograph submitted with this application. This photograph may be published in AIPT-CDS marketing and promotional materials, on the AIPT-CDS website, and in any other AIPT-CDS material, and AIPT-CDS shall have the right to license agents and other third parties to do the same, including, without limitation, for AIPT-CDS-branded or identified sites and pages within Facebook, YouTube and similar internet destinations.

The Parties [persons or entity names in this application] agree that arbitration is the required and exclusive forum for the resolution of any and all disputes between them. (Read the entire arbitration agreement on our Web site at <http://www.aipt.org/Programs/legal-and-evaluation/Arbitration-Agreement.html> or request a copy be sent to you by contacting us at 410.997.2200). I am indicating that I have read the entire arbitration agreement statement and my signature on this application verifies my agreement to this provision.

I understand that by receiving funding, either in whole or in part, directly or indirectly, from the U.S. government or my home government, I will be subject to the two year home residency requirement and will not be allowed to enter the U.S. after completing my program on an H, L, or Lawful Permanent Resident Status for a period of two years.

I understand that I am responsible for bringing enough money during the program to cover the cost of food, housing, and other living expenses while in the United States. It is recommended that participants have access to \$2,000 per month to cover these expenses.

I understand that I must attend all of the scheduled language classes and receive passing grades in order for AIPT-CDS to continue the internship placement process. Classes may only be missed due to illness, family emergency or internship interviews with the approval of AIPT-CDS. I understand that if I fail any classes during the language component of the program, AIPT-CDS is released from its obligation to find an internship placement on my behalf.

I am required to submit both a midterm report (for programs 6 months and longer) and a final report (for all programs) and am aware that failure to submit these reports will result in the termination of my program.

I take part in a training/internship program in the United States at my own risk and of my own volition. AIPT-CDS cannot be held liable under the laws of the U.S. or my home country for any damage or injury, in particular injury to persons or damage to property suffered by or caused by myself during the course of the program.

I understand that AIPT-CDS undertakes a variety of activities to support its participants, including, but not limited to, providing information on health and safety issues, insurance issues, housing and accommodation, visa and residency requirements, political and cultural conditions, roles and responsibilities of partners and host companies, and laws specific to the United States. Beyond this preparation, a range of issues related to a participant's experience is beyond the control of AIPT-CDS. AIPT-CDS cannot:

- Guarantee or assure the safety of participants or eliminate all risks from the participant's environment while in the U.S.;
- Prevent participants from engaging in illegal, dangerous or unwise activities;
- Provide or pay for legal representation for participants;
- Assume responsibility for the actions of persons not employed or otherwise engaged by AIPT-CDS, for events that are not part of the program, or that are beyond the control of AIPT-CDS and its subcontractors, or for situations that may arise due to the failure of a participant to disclose pertinent information;

Print Name

Signature

Date

Please sign in black or blue ink; AIPT-CDS, Inc. cannot accept digital signatures of any kind. Your application will be considered incomplete until we receive a copy of this page with your hand-written signature.



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WEST (Work, English Study, Travel) Information

Exchange Visitor Application Form

Exchange Visitor Name (as it appears on passport) Mr. _____
 Ms. _____
 Dr. Surname (family name) _____

Date of Application First Name Other name(s) on passport

Biographical Information

Gender: Male Female Marital Status: Single Married

City of Birth Country of Birth

Date of Birth (month day, year) Write out month. Example: March 5, 1976 Country of Citizenship Country of Permanent Legal Residence
 SkypeID _____

Permanent Address

(Must be address outside of U.S.)

Street Address (no P.O. boxes) _____
 City Country Postal Code
 Telephone Fax e-mail

Current Address

Check here if current address is same as address given above.

Street Address (no P.O. boxes) _____
 City Country Postal Code
 Home or Evening Telephone (country code)(city code)phone number Daytime or Work Telephone
 Fax E-mail Current Address is Valid Until (mm/dd/yyyy)



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WEST (Work, English Study, Travel) Information

Visa Information

Have you previously visited the United States on a J-1 visa? Yes No
If yes, please provide a copy of visa documents and answer the following:

Date of entry to U.S. to Date of exit from U.S.

Name of Sponsors Purpose of Visit

Are you currently in, or have you in the last 12 months visited, the U.S.? Yes No
If yes, please complete:

Type of Visa Held Purpose of Visit

Date of Entry (month/day/year)

Expiration date of I-94 form (month/day/year) Date you actually exited the United States (month/day/year)

Have you ever been refused a visa to the United States? Yes No
If yes, provide the following information and copies of any documents you received from U.S. Embassy/Consulate officials explaining why your visa application was denied.

Type of Visa Date of Refusal (month/day/year)

Reason for Refusal

Have you ever overstayed the approved time on a visa or tourist waiver status during a trip to the United States?
 Yes No
If yes, please explain on a separate sheet of paper.

Emergency Contact Information

Mr. _____
Ms. _____
Dr. _____
Full Name Relationship to You

(This cannot be the host employer. The emergency contact must be located outside the U.S.)

Street Address

City Country Postal Code

e-mail Telephone



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WEST (Work, English Study, Travel) Information

School background

- » First list the school in which you are currently enrolled or from which you recently graduated.
- » Do not list primary or secondary schools.
- » You may add a current CV to supplement this information.
- » Please attach a separate sheet for others, if needed.

SCHOOL 1		SCHOOL 2	
School Name		School Name	
City	Country	City	Country
Begin Date (month/year)	End Date (month/year)	Begin Date (month/year)	End Date (month/year)
Field of Study		Field of Study	
Degrees or Certificates		Degrees or Certificates	

Work Experience

- » Start with current company or activity.
- » Most recent work experience must be within the past six months.
- » Please attach a separate sheet for others, if needed.

COMPANY 1		COMPANY 2	
Company Name		Company Name	
City	Country	City	Country
Begin Date (month/year)	End Date (month/year)	Begin Date (month/year)	End Date (month/year)
Job Title		Job Title	
COMPANY 3		COMPANY 4	
Company Name		Company Name	
City	Country	City	Country
Begin Date (month/year)	End Date (month/year)	Begin Date (month/year)	End Date (month/year)
Job Title		Job Title	



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WEST (Work, English Study, Travel) Information

**Statement of
Motivation**

Please tell us, in 250 words or less, why you are a suitable candidate for Korea WEST. Describe how you will benefit from all three aspects of WEST (Work, English Study, and Travel) in terms of your own professional and personal development. What specific skills do you hope to learn in the U.S. that you would not learn in Korea? What do you expect to be the most challenging aspect of living in the U.S.? Based on your abilities and life experiences, how do you plan to overcome these challenges?



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WEST (Work, English Study, Travel) Information

Internship Information

Name (First and last)

Field of Study

Please describe the type(s) of company where you would like to intern. Include industries in which you are interested and websites of potential host companies.

Desired length of internship (in months)

Preferred field/department/types of projects that interest you (please provide several ideas).

Are there any particular techniques or technologies with which you would like to work?

Do you already have an established personal contact at a company that you want us to contact on your behalf? (If yes, please list name and contact information, if available).

Will your University provide college credit for your internship?

By signing below, I attest that this form adequately reflects my preferences for an internship. Furthermore, I understand that AIPT-CDS, Inc. will use this information to assist in the internship placement process, but that AIPT-CDS, Inc. cannot guarantee internship placements that match any of the preferences I provide or the organizations I suggest.

Signature

Date (MM/DD/YYYY)