

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! The Association for International Practical Training (AIPT) 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 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 wants you to develop the skills and global competencies for leadership in the global market.

AIPT 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. With 60 years of expertise creating customized professional development programs in more than 80 countries, AIPT'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 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 **February 15** to give AIPT time to complete an English language interview and prepare the documents you will need to apply for your visa. If you have questions, please visit the AIPT Korea WEST blog.

Time Line

February 15	Applications are due to AIPT
February 22 - March 5	AIPT processes applications. AIPT may request additional information in reviewing your application. All such requests will be made through your GISC (Global Internship Support Center) representative
February 22 - 26	AIPT will announce language center assignments
First two weeks of March	AIPT will mail all documents to GISC that you will need for your visa interview
Mid March	An AIPT staff member will be in Seoul to conduct an Orientation session
Mid March	GISC will assist you in applying for your U.S. visa in Seoul
April	You will travel to the U.S. to begin your English Language Training



STUDENT

WEST (Work, English Study, Travel) Information

Documents

It is very important that you submit ALL of the documents requested below. The more information we receive regarding your educational background and work history, the easier it will be for us to place you in internships. If you have any additional information about your background or education, including reference letters, please submit these.

- » Signed and completed AIPT 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 (copies of any test scores you may have or school verification letter)
- » A statement of motivation
- » If you are a currently enrolled student, please provide:
 - » Letter from school confirming full-time student status (translated in English)
 - » A letter of reference from a professor or past employer (translated in English)
- » If you are a recent graduate, please provide:
 - » A copy of your certificate or diploma (translated in English)
 - » One letter of reference from a professor or past employer (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.**

What is the internship process?

Once you have arrived in the U.S. and started your English language training, AIPT will contact you when we have found an employer interested in interviewing you. We will work with you to schedule your phone or in-person interview (depending on where you are located). Once an employer has chosen you, we will make an official offer to you that will give you the details of your internship. You will need to sign this offer form and return it to AIPT. Once we have your signed offer, we will arrange your transportation to your internship.

In paid positions, interns earn a wage or stipend equivalent to what an American intern would earn in a similar position. This varies between internships, host companies and geographic regions. There may be some opportunities for non-paid internships such as working for a prestigious not-for-profits (i.e. major charity or museum) or universities.

Please indicate if you are able to accept an unpaid internship: Yes No

ELS Center

Please indicate your preferred English training location.
Four-Month Program (25 students max) - Begins April 5

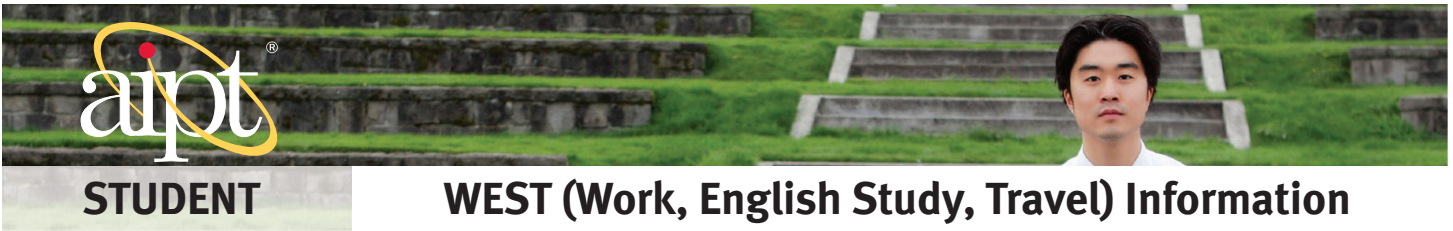
- San Diego, CA
- Washington, DC

Room and Board payments and Airport Pickup

Between February 22 - 26, AIPT will announce which English language location you will be assigned to. When that announcement is made, you will 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.

Fees

Program Fee	\$8400
Application Fee	\$ 320 (Included in Program Fee)
SEVIS Fee	\$ 180 (Included in Program Fee)



Refund Policy

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

Events Prior to Student Arrival in U.S.

Cancellation Prior to Issuance of DS-2019 Form	Full Refund excluding Application Fee
Cancellation After the Issuance of DS-2019 Form	Full Refund excluding Application Fee and SEVIS Fee
Visa Denial by U.S. Embassy or Denial of Entry at U.S. Customs	Full Refund excluding Application Fee and SEVIS Fee

Events After Student Arrival in U.S.

Withdrawal during the Language Training Program	Full Refund excluding Application Fee, SEVIS Fee and Language Program Tuition Fee
Withdrawal during Internship Program	No Refund
Dismissal due to fault of Student	No Refund
Termination due to no fault of Student	Any such request for refund will be adjudicated by AIPT and refund, if any, will be determined on a case by case basis. The decision of AIPT will be final.

AIPT will issue refunds within three (3) weeks after receipt of a written request to complete a refund, including receipt of the original DS-2019 form. Refunds will be issued to GISC.

AIPT Responsibilities

AIPT will offer a language training program at an accredited language school or university. The language training program will include coursework in American business practices where participants can gain familiarity with business procedures, corporate culture, and general office management issues. AIPT 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 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. Internships lengths will vary depending on host company requirements. AIPT will make its best effort to provide host company interviews of reasonable quality during a participant's language training program. AIPT will provide career counseling services during this process. While AIPT will make its best effort to secure internship placements that reflect a participant's major and preferences, AIPT cannot guarantee a placement in a specific location, with a specific company or in a specific department/area.

AIPT will provide comprehensive medical insurance to all participants that meets or exceeds the U.S. government requirements for this program and which will cover the entire duration of the program (for up to eighteen (18) months).

AIPT will provide information to participants regarding the pricing of the housing options for their language training program prior to participant's departure to the U.S. 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-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. However, in the event of a breach in the internship program on the part of the host organization, I will contact AIPT 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 by surrendering the Certificate of Eligibility to AIPT, 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 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-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 is my legal sponsor while I am in the United States as a J-1 participant. I acknowledge that AIPT must approve in advance any changes in the program and that I am responsible for reporting to AIPT, 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 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 forms and evaluations. During my stay in the United States, I will notify AIPT 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 Policies listed in the J-1 Visa Program Instructions and Information. I understand that AIPT can withdraw sponsorship if any of the conditions of my training/internship are changed without AIPT's advance permission. If sponsorship is withdrawn, I will return the Certificate of Eligibility to AIPT, 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 confirms acceptance of all terms and conditions outlined in the training/internship program.

I understand by my signature that AIPT will own the photograph submitted with this application. This photograph may be published in AIPT marketing and promotional materials, on the AIPT website, and in any other AIPT material, and AIPT shall have the right to license agents and other third parties to do the same, including, without limitation, for AIPT-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.

Print Name in English

Signature

Date



STUDENT

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

(AIPT documents will be sent to this 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

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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Statement of Motivation

Please explain the reasons why you are seeking a practical training experience in the United States. Describe how this internship program will benefit you in terms of your own career development and as an international cultural experience. What impact do you expect such an experience to have on your life? The response can be filled in below. It should be:

- » 250 words or less
- » written by you, the exchange visitor, not a third party