

Program Eligibility

In order to be eligible to participate in CIEE's Trainee Programs, applicants must meet certain standards of eligibility. These vary slightly depending on each applicant's specific educational and professional backgrounds.

For **Internship USA**, the basic eligibility criteria are as follows:

- Applicants must be currently enrolled in a degree- or certificate-granting post-secondary, accredited institution outside the U.S., or have graduated from such an institution no more than 12 months prior to their prospective program start date. The academic program should be, in general, at least one year in length. The internship program for Interns should reinforce the student's or recent graduate's academic study.
- Applicants must be at least 18 years of age.
- Applicants must have sufficient English language skills to function in a business setting.
- If the applicant has previously participated in an Internship USA program they must show that desired training is not duplicative of previous training or work experience.

For **Professional Career Training USA**, the eligibility criteria are as follows:

- Trainees hold a degree or professional certificate from a post-secondary, accredited institution in the field of training and have one year related full-time work experience outside the U.S., or have five years of related work experience outside the U.S. The academic program should be, in general, at least one year in length. In both cases, all work experience must be directly related to their intended field of training.
- Applicants must be at least 18 years of age.
- Applicants must have sufficient English language skills to function in a business setting.
- If the applicant has previously participated in a PCT program they must show that desired training is not duplicative of previous training or work experience. All PCT participants must observe a 2-year hiatus in their home-country before returning on another PCT program.

Acceptable Training Programs

The J-1 Trainee Visa is designed to provide qualified international students and young professionals with the opportunity to gain valuable practical experience in the US in their field of endeavour. To help ensure the quality of these training programs, the US Department of State has created a clear set of program regulations that outlines what represents an acceptable form of training and what does not.

Specifically, this means that Trainees are only permitted to engage in **skilled activities** at their Host Companies. A skilled activity is defined as something that requires some form of educational and/or theoretical base knowledge in order to be performed. Unskilled occupations, on the other hand, such as work as 'receptionists,' 'clerks,' 'cashiers,' or 'bartenders,' are in most circumstances not acceptable elements of a training program.

For a complete listing of unskilled positions, or positions not allowable under guidelines of the J-1 Trainee Visa, please visit the US Department of State website. Certain exceptions may exist in fields such as Hospitality, where training of an "unskilled" nature is part of any standard training program in that field; however, in these cases, training in any unskilled area must be limited in duration and part of a logical, structured program of progression. For more specific information, please contact Isabella de Campo at info@internship.at

CIEE can sponsor internships/trainings in these fields:

Agriculture, Forestry, Fishing (but no veterinary animal care, no heavy machinery)

Arts and Culture

Construction and Building Trades (in the office: drafting, management,... but not at a construction site)

Education (not teaching), Social Sciences, Library Science, Counseling and Social Services

Health Related Occupations (no patient care, observation and research only)

Hospitality and Tourism – please request DS-7002 with guidelines

Information Media and Communications

Management, Business, Commerce and Finance

Public Administration and Law

The Sciences, Engineering, Architecture, Mathematics and Industrial Occupations

CIEE cannot sponsor Trainees in the following specialty occupations:

- Au pairs, maids, or any other domestic work such as baby-sitting or housekeeping
- Camp counselors
- Medical trainees or anything involving hands-on therapy, counseling, administering treatment or making diagnoses of medical, psychiatric, or psychological conditions
- Pharmacy positions directly related to dispensing medication to patients
- Veterinary trainees involved in hands-on care of animals
- Pilots or crewmembers on ships or airplanes
- Teachers or educational instructors
- Temporary or staffing agency employees

Economy Hotels (lower than 3-star), most home offices and fast-food chains are not acceptable. Trainings at airports or in spas or at a single location retail store are not acceptable.