



GERMAN AMERICAN  
CHAMBER OF COMMERCE  
CALIFORNIA

# U.S. PROGRAM GUIDE

[www.internship-usa.com](http://www.internship-usa.com)

Dear Students, Graduates and Professionals,

Are you interested in a once in a lifetime opportunity to expand your potential, both personally and in your current or future career? Our U.S. Placement Program the perfect way to distinguish yourself from your peers through new and exciting professional experiences. Build up your practical skills and knowledge, improve your English, and highlight your flexibility, adaptability and ambition!

Founded in 2003, the German American Chamber of Commerce California is a tax-exempt 501(c)(3) non-profit organization serving individuals, corporations and academic institutions from all over the world. Our mission is to lessen the burden of government, promote cross-cultural education and support relations between the United States and Europe. Our business and career programs, internship programs, volunteer programs, and educational programs provide opportunities for applicants of all backgrounds and nationalities to learn about American business and culture, or to participate in various social and charitable causes.

We look forward to working with you as you embark on your U.S. adventure.

Sincerely,

*Your GACC California*

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## I. Introduction & Overview

By participating in an educational or practical work experience in the United States you will increase your competitiveness in today's global job market. Our placement programs offer the opportunity to gain cross-cultural experience and understanding and a rewarding experience by focusing on your needs and matching your preferences.

By taking into account your desired program dates, your academic and work background, and your personal wishes, our team will prepare your relevant application materials and coordinate a program specifically tailored to your needs. We verify every organization we work with to ensure that our offerings are interesting and well-organized. During this process, we will also provide you with detailed information about who is interested in your profile, guide you through any required phone or webcam interviews, assist you in making an informed decision, and prepare all relevant visa materials – it's that simple.



*GACC California is proud to partner with CV One®, the leading and most easy-to-use video resume software in the world for creating a persuasive video resume.*

*As a program participant you will receive free access to CV One® to highlight your skills and talents, impress with a striking application resume, spark interest and differentiate yourself from other applicants and sprint ahead of the competition! For more information, visit: <http://www.gocvone.com>*

### **Eligibility**

Our placement programs are open to all students, graduates, and professionals who are at least 18 years old (15 ½ years old for the High School Program), have a good working knowledge of English, and meet the U.S. Department of State visa requirements (please see the section, *Visa Information* for additional details).

### **Registration Dates**

Registration is possible year-round, however due to the demand and detail involved, we strongly recommend that you submit your program registration documents to us at least 4 to 6 months before your desired program start date.

*Please note: the process of securing a U.S. visa after your program is confirmed can be a lengthy process. Please be aware that the earlier you register, the more time we are able to dedicate to your program and visa application.*

## II. Our Programs

Searching for and securing an internship/training position, work placement, volunteer service, or educational opportunity in the United States especially for non-U.S. citizens, can seem like a difficult task.

We offer a wide variety of placement programs and positions in many exciting fields and are constantly updating our programs and position listings.

Our current programs include:

- ✓ **U.S. Internship/Trainee Program**
- ✓ **Short Term Career Enhancement Program**
- ✓ **Volunteer Placement in the USA**
- ✓ **U.S. High School Program**
- ✓ **Work & Travel USA**

For specific information about any of our programs, please visit [www.internship-usa.com](http://www.internship-usa.com) or contact us directly.

## IV. Visa Information

U.S. Department of State regulations state that all foreign visitors to the United States must enter on a valid visa. Based on your program, this will be a short-term nonimmigrant visa, such as a J-1 visa, a B-1 or B-2 visa, or the Visa Waiver Program.

The purpose of the J-1 visa is to ensure that international visitors are provided with legitimate opportunities for professional and/or educational development, insight into American knowledge and skills, and a deeper understanding of American business and culture.

The purpose of the B-1 visa is to provide entry the United States for business or to participate in volunteer programs at a nonprofit organization contributing to social or charitable causes. The B-2 visa is intended for international visitors traveling to the U.S. for tourism, vacation, or enrollment in non-credit study courses.

After your placement is confirmed we will assist you with the required documentation needed to receive your specific visa. Please note that the visa application fee is not included in the placement program price. For pricing, please visit: <http://www.j1-visum.com/program-details-amp-fees.html> or contact us directly.

The Visa Service provided by the German American Chamber of Commerce California includes:



- ✓ High visa approval rate
- ✓ Competent & knowledgeable staff
- ✓ Up-to-date information on U.S. Department of State visa regulations

### **J-1 Visa Eligibility**

U.S. Department of State regulations state that an intern must be a foreign national who is currently enrolled in and pursuing studies at a degree or certificate granting post-secondary academic institution (i.e. university, college, trade school), OR has graduated from such an institution no more than 12 months prior to the start of the internship program. Trainees must have graduated from a degree or certificate granting post-secondary academic institution AND have at least one year of full-time work experience related to their field of study and the traineeship.

### **B-1/B-2 & Visa Waiver Program Eligibility**

U.S. Department of State regulations state that applicants for the B-1/B-2 or Visa Waiver Program must be foreign nationals intending to enter the U.S. for a temporary stay related to business and/or tourism. Travelers coming to the U.S. for tourism or business for 90 days or less may be eligible to enter country without a visa on the Visa Waiver Program if they come from a qualified country. Our staff will assist with this determination.

We will assist in making your visa process as easy as possible; however it is important that you have the following items readily available upon request:

- ✓ Resume/CV detailing your education and work experience
- ✓ Valid Passport
- ✓ Copies of any current or previous visas to the U.S.
- ✓ Proof of your post-secondary school enrollment (i.e. university or college) or proof of recent graduation (in English)

**Important: Please note that the visa and any related fees are NOT included in the price of our U.S. Placement Program.** After we have secured your placement in the United States, our visa department will invoice you separately for any related visa fees. For more information on the fees for our visa service please contact us directly.



## V. Application Process

Once you have decided to proceed with the GACC California Placement Program, our engaged and experienced staff will work with you every step of the way to ensure you are completely satisfied; our service does not stop after we have placed you! We are, and will remain, your partner during your stay in the United States.

1. Send us your CV/resume for feedback on your placement options

2. Complete and send us your Program Registration Form

3. Orientation call with GACC California program coordinator

4. Receive application packet and preparation materials

5. Interviews with interested organizations

6. Confirmation of placement

7. Secure U.S. visa and related documentation

8. Receive assistance and advice with health insurance, accommodation and transportation

9. Arrive in the U.S. and begin placement program

10. Receive ongoing support from GACC California while in the U.S.

## VI. Fees & Refunds

The fees for GACC California's Placement Program are listed on the attached registration form and include the following services:

- ✓ Application Packet (program information, sample resumes and cover letters)
- ✓ CVOne video resume account
- ✓ Guidance, review, and assistance with your resume, cover letter, and application materials
- ✓ Research and securing of suitable companies and positions based on your preferences
- ✓ Coordination and preparation for phone and webcam interviews
- ✓ Securing of placement in the U.S.
- ✓ Assistance with accommodation, transportation, and health insurance
- ✓ On-going support throughout the duration of your program
- ✓ Program Certificate at the end of your program

### **Your Commitment - Our Guarantee**

A 530 EUR deposit will be requested by invoice once we receive your program registration documents. The deposit at the beginning of the process ensures genuine interest and motivation and allows us to proceed with your application. If you change your mind, you are welcome to cancel your application within two weeks of submitting your Program Registration documents and will receive a full refund of any fees paid to GACC California.

*\*Please note: Housing, transportation, visa, and health insurance are not included in our program fees. Applicants are responsible for these fees separately as well as any personal expenses incurred while in the United States.*

We accept payment by check, money order, wire transfer, or PayPal and we have both U.S. and European bank accounts available for your convenience. Specific details regarding payment instructions will be included with your invoice. Payments by credit card may also be available on a case-by-case basis.

### **Program Withdrawal or Cancellation**

You are permitted to withdraw from the placement program within two weeks without giving reasons. If you cancel your placement program application after two weeks, but before the placement is confirmed, for reasons not caused by GACC California, the 530 EUR deposit will not be refunded.

If you cancel after the placement is confirmed, you will be required to pay the balance due (final payment), as we will have successfully provided the requested services.



## VII. Frequently Asked Questions (FAQs)

### **How long will it take for you to locate my placement?**

Based on your program, we will begin the process of locating positions ideally suited for you as soon as we receive your registration documents and payment. We recommend beginning this process 4-6 months before your desired start date – this will allow us enough time to locate potential companies, coordinate the interviews, confirm the placement, and assist you in obtaining the appropriate visa. This will also allow you enough time to secure housing and transportation for your arrival in the U.S.

### **Will my program be paid?**

For the Internship/Trainee Placement Program, a small cost-of-living stipend may be possible, however because internships/trainee programs are considered practical learning experiences, many are unpaid. Positions in the Work & Travel Program are paid, as they are short-term employment positions. For the Short Term Career Enhancement Program, Volunteer Program, and High School Program payment is not possible due to U.S. visa regulations.

### **In which cities and states can I be placed?**

You will be placed according to your indicated program, personal requests, as well as the location of interested organizations.

### **Do I need to be fluent in English?**

Fluency is not required; however your English ability should be intermediate to advanced. You must be able to follow instruction during the program without requiring translation into your native language. You should be able to speak basic (conversational) English with ease.

### **When will my placement be confirmed?**

When organizations show interest in your application or request interviews we will provide you with information in order to prepare you. Unfortunately, we cannot provide you more specifics until your application is being processed.

### **How long can my program last?**

Some programs can be as short as one month, however most last between 3-12 months. More information can be provided by a GACC California program coordinator.

### **Do you provide housing or transportation during my program?**

While we do not have a housing or transportation service, we are happy to assist you with accommodation and transportation options in your city, state, or region and provide you with detailed information.



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## VIII. Registration Information

To begin the application process, please complete and send back the Placement Program Registration Form and General Terms & Conditions (duly signed) by email or fax. We can also accept documents by post; however fax or email is preferred and recommended.

Before signing the registration forms, please ensure your personal information is accurate. Please contact us if you have any questions.

### **German American Chamber of Commerce California**

Head Office: 1620 Fifth Avenue, Suite 575, San Diego, CA 92101 USA

European Office: Peterstrasse 28, 04109 Leipzig, Germany

U.S. Telephone. (+1) 619-795-3270

Within Europe: (+49) 341-2252025

Fax: (+1) 619-795-8360

Email: [placements@gaccca.org](mailto:placements@gaccca.org)



Skype: gacc\_ca

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*GACC California is proud to partner with:*

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[California State University San Marcos](#)

[San Diego Diplomacy Council](#)

[United Nations Association San Diego](#)

[World Trade Center San Diego](#)



### GACC California Placement Program Registration Form

I would like to register for the following program:

US Internship/Volunteer Placement Program

#### Personal Data

Last Name:

First Name:

Date of Birth:

City of Birth:

Nationality/Citizenship:



#### Contact Information

Street Address:

City, Postal Code, Country:

Phone Number (with country code):

E-mail Address:

#### Emergency Contact

Contact Name, Relationship:

Phone Number (with country code):

E-mail Address:

#### Education

School or University:

Field of Study:

Number of Semesters Completed:                      Graduated:  Yes     No     Still Enrolled

Degree Level (i.e. Associate's, Bachelor's, Master's):

Computer Skills/Other Skills:

**Please send your English CV/resume with this registration.**

#### Language Skills

Native Language:

English:	<input type="radio"/> Beginner	<input type="radio"/> Intermediate	<input type="radio"/> Advanced	<input type="radio"/> Fluent
Other:	<input type="radio"/> Beginner	<input type="radio"/> Intermediate	<input type="radio"/> Advanced	<input type="radio"/> Fluent
Other:	<input type="radio"/> Beginner	<input type="radio"/> Intermediate	<input type="radio"/> Advanced	<input type="radio"/> Fluent
Other:	<input type="radio"/> Beginner	<input type="radio"/> Intermediate	<input type="radio"/> Advanced	<input type="radio"/> Fluent

## I. Confirmation

I hereby confirm my registration with the German American Chamber of Commerce California, Inc. and hereby provide my placement request according to the following preferences:

### 1. Preference

Industry / Field:

Region/ City:

Start Date (Month, Year):

Duration (in Months):

### 2. Preference

Industry / Field:

Region/ City:

Start Date (Month, Year):

Duration (in Months):

Notes (Optional):

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## II. Program Fees

The program fee must be paid in two installments. An initial deposit of 530 EUR of the total program fee is due to begin the application process. Invoices are due within 7 days of receipt.

### US Internship/Volunteer Placement Program:

First Installment (Initial Deposit)	EUR 530.00
<u>Final Payment</u>	<u>EUR 720.00</u>
<b>Total Fee:</b>	<b>EUR 1250.00</b>

\*Please sign and date here and return all three pages of this document.

Signature \_\_\_\_\_

Date \_\_\_\_\_

# General Terms and Conditions for the Placement Program of the German American Chamber of Commerce California, Inc.

(Updated: 22.Oct 2013) –Placement Program -

## § 1 Area of Application / Coverage

- (1) Subsequent terms are valid for Placement Program contracts between the German American Chamber of Commerce California, Inc. 402 West Broadway, #1000, San Diego, CA 92101, USA (hereinafter GACC CA) and you, the Applicant for the program.
- (2) Our address in Germany is: GACC CA, Petersstraße 28, 04109 Leipzig.
- (3) The inclusion of the general business terms is valid by signing at the end of this registration form.

## § 2 Registration

- (1) Registration for the Placement Program is open year-round and made initiated by sending the completed and signed registration documents to our German address: GACC CA, Petersstraße 28, 04109 Leipzig. The registration is binding.
- (2) Without signing §16 of this document GACC CA cannot acknowledge the registration.
- (3) GACC CA, with confirmation by the Applicant, is entitled to change or specify the desired Placement Program if other placements are not possible or only possible with an disproportionately high level of effort.
- (4) Before and during the registration process the Applicant must truthfully specify all characteristics, qualifications, experiences, skills, economic situation, and personal circumstances relevant for placement so that GACC CA can proceed accordingly. Examples are: characteristics within the study and examination regulations, childcare, diseases and disabilities, rejected visas, citizenship, residence, field and duration of study.
- (5) GACC CA reserves the right to reject applicants, especially when successful placement is doubtful.

## § 3 Conclusion of Contract

The contract is valid when GACC CA sends a registration confirmation (via mail, email, telephone, fax or internet), or at the latest when the invoice for deposit is sent.

## § 4 Services

- (1) After registration and receipt of the first deposit (first installment) the applicant is entitled to all services described in the informational brochures and placement program.
- (2) GACC CA reserves the right to change program content on a short notice if needed. The Applicant will be informed by mail, email or telephone prior to changes taking effect. If the Applicant would then like to cancel the Contract, he/she has to right to do so within two weeks of receiving the information.

## § 5 Placement Procedure

- (1) The Applicant of the Placement Program is obliged to actively participate in the placement process. This includes, among others, providing information quickly, as well as answering questions from GACC CA within the indicated timeframe. The applicant is obliged to provide only truthful and outright information.
- (2) The respective deadlines and timeframes are determined specifically by the situation either by telephone, email or mail. In urgent situations these can average between a few hours and several days.
- (3) GACC CA will send the Applicant's documents to organization(s) in the desired field of placement. The Applicant will be informed by GACC CA which organizations have responded to his/her application and will be given updates accordingly. The Applicant is expected to send a confirmation (verbally, via telephone, email, mail or fax) or by returning the placement confirmation via email, fax or mail.
- (4) If the Applicant declines a placement offer, they must provide a written justification.
- (5) After registration or a successful placement, a change of duration (program length) is only possible with the consent of GACC CA.
- (6) The applicant must inform GACC CA immediately if problems occur before or during their stay abroad. If the continuing of the placement is unacceptable, GACC CA will attempt to organize a different placement.

## § 6 Visa

- (1) GACC CA cannot be held responsible or liable if the Applicant is denied a DS-2019 or any other corresponding visa documentation. The same is true if the Applicant is denied a visa by the respective embassy, consulate, or the designated visa sponsor, or when entering a U.S. port of entry. The final decision to grant a U.S. visa lies with embassy/consulate.
- (2) In cases of denial GACC CA will refund the unused fees, which are counted towards the visa.

## § 7 Fees

- (1) The respective program fees are listed in the price list on the registration documents.

## § 8 Payment

- (1) With the acceptance of registration by the GACC CA a deposit is to be made by the applicant. The remaining fee (final payment) is due when the applicant has confirmed a placement offer via telephone, email, mail or fax.
- (2) The Applicant will receive an invoice of the amount that must be paid. Invoices must be paid within 7 days of receipt.
- (3) Default payment and default interest are determined by statutory provisions. GACC CA concludes that the Applicant is in default when he/she has not responded within 30 days of receiving the invoice or an equal demand for payment.

The Applicant can also choose to pay by debit/credit procedure. The debt order can be revoked by written request at any time.

## § 9 Withdrawal or Cancellation

- (1) The Applicant may use his/her right of withdrawal at the end of the contractual cancellation period. It is in the Applicant's best interest to submit the cancellation request by written and registered mail. The time of withdrawal from the program is considered to be at the moment the GACC CA receives and acknowledges such written notice.
- (2) If the Applicant cancels before the confirmation of the end of the placement service, for reasons that are not caused by the GACC CA; then as a compensation for rendered services, at least 50% of the program costs will be charged. The same applies if: the participant finds a placement through their own means, the plan to stay abroad changes because of personal reasons, reasons arise which are not caused by the GACC CA or if the participant is inadequately cooperating despite GACC CA requesting multiple deadlines.
- (3) If the Applicant cancels after the placement is finalized, he/she is still required to pay the balance (final payment), as GACC CA has already successfully provided the requested services. If he/she has already paid the balance, this will simply be withheld from the refunded amount.
- (4) Substitute applicants are not acceptable. Each placement service is done on a personal and individual basis. GACC CA reserves the right for exceptions on individual cases.
- (5) If the Applicant is abusing the program for an ulterior or illegal purpose (for example using the placement with the sole purpose of achieving immigration into a country), then the entire program price will be required as an indemnity.
- (6) GACC CA has the right to charge the program price in its entirety, or in the amount of the indemnity, if the participant violates his obligations according to article 2; and thus the target of the placement is disproportionately difficult or impossible to achieve.

## § 10 Salary

- (1) If applicable, the Applicant is not inherently entitled to a compensated placement. The payment of a salary or a reimbursement of expenses resides within the organization where the Applicant is placed. An unpaid placement is not a reason for withdrawal from program.

## § 11 Insurance

- (1) The Applicant must have an adequate, U.S.-approved health insurance during the entire stay abroad.
- (2) GACC CA recommends also including travel cancellation insurance.
- (3) The Applicant must inform him/herself about typical U.S. and travel medical information, including any required inoculations and any travel dangers.

## § 12 Personal Information

- (1) The Applicant agrees that any personal information he/she provides will be used in the framework of the search process within the placement program, and therefore GACC CA must be able to forward such information via e-mail or post to outside organizations.
- (2) GACC CA does not assume liability in cases where, despite security measures, third unauthorized parties gain access to data provided by the Applicant; or through circumstances, which the GACC CA is not responsible for, information and data passed on to unauthorized third parties.

## § 13 Liability/ Limitation of Liability

- (1) The liability is limited to the typical foreseeable contractual damages, excluding damages caused intentionally or negligently, or injuries to life, body and health.

## § 14 Final Provisions

The law of the Federal Republic of Germany shall exclusively apply, excluding the UN Convention on the International Sales of Goods.

## § 15 Acknowledgement of General Terms and Conditions of placement program.

- (1) I have received and read the German American Chamber of Commerce California, Inc. (Effective 22.Oct 2013) General Terms and Conditions of the placement program.

.....  
Place, Date and Signature