

Applicant Section

This information is required by Department of State regulations, which are subject to change without notice.

Please Check Program:

- Internship USA Professional Career Training USA

Applicant Instructions

If you are currently participating in the CIEE Intern/Trainee Program and wish to extend your training time in the US, you must complete this application and submit it to the CIEE Representative in your home country at least six weeks prior to the program end date listed on your DS-2019 form. The CIEE Representative will verify your eligibility and application completeness. They will forward the application to CIEE Headquarters for final review.

Interns: Internship USA participants may extend their program to a maximum of 12 months. Interns should advise their Host Organization supervisors that they need to complete two items for the extension application:

- The Host Organization Section
- The DS-7002 Training/Internship Placement Plan: Only one phase of training is required

Trainees: Professional Career Training USA participants may extend their programs to a maximum duration of 18 months. Trainees should advise their Host Organization supervisors that they need to complete two items for the extension application:

- The Host Organization Section
- The DS-7002 Training/Internship Placement Plan: This plan should include multiple phases depending on the length of the program extension and the depth of the training content. As a basic guideline, one phase should be created for every three to four months of training.

Hospitality and Tourism: Both Interns and Trainees may extend their program to a maximum of 12 months. Extensions of six months and longer must have at least 3 phases.

Application Check List (Application is not complete without each of the following)

- Copy of current DS-2019 Form and Visa
- A copy of passport
- A copy of original Training/Internship Placement Plan
- Complete Extension Application including DS-7002 Training/Internship Placement Plan for Extension
- Academic Endorsement for Extension (Internship USA only)

Program / Applicant Information

Last Name:

Middle Name:

First Name:

Please Check Program:

- Internship USA
- Professional Career Training USA

Passport Expiration Date (mm/dd/yyyy):

Passport Number:

Applicant DS-2019 Number: N000

Applicant Section

Original program DS-2019 start date (dd/mm/yyyy):

Original program DS-2019 end date (dd/mm/yyyy):

Extension DS-2019 start date (dd/mm/yyyy):

Must be the day following the original program DS-2019 end date as listed above

Extension DS-2019 end date (dd/mm/yyyy):

Date of return to home country (dd/mm/yyyy):

Must be no more than 30 days after Extension DS-2019 end date as listed above

Academic Endorsement and Proof of Student Status (For Internship USA applicants ONLY)

This section must be completed by an Academic Advisor, Placement Officer, Councilor, or Department Head from your academic institution. If your academic institution will not sign the form, you must attach a letter verifying the same information.

Note to Academic Representative: Please complete in English and do not use abbreviations.

Name:

Title:

Telephone:

Email:

Name of Academic Institution:

Website:

I certify that _____ may extend his/her Internship program for an additional _____ months.

His/her academic coursework will resume on _____ (dd/mm/yyyy).

Signature:

Academic emblem or seal:

**If the Intern has graduated since the original program start, please attach a copy of the diploma.*

Applicant Declaration for Extension Program

I certify that additional time is necessary in order to fully maximize my professional training in the US. I understand that all of the declarations and statements that I made on my original application continue to be in effect during the extension phase of my Internship/Training program.

Signature of Applicant:

Date (dd/mm/yyyy):

Host Organization Section

For the Host Organization supervisor:

Describe why the additional time with your organization is necessary to further the Intern/Trainee's practical training objectives.