



## Verlängerung "Internship USA" oder "Professional Career Training USA"

### Verlängerungsrichtlinien

- TravelWorks und CIEE USA sind verpflichtet, Verlängerungsanträge genau so zu prüfen wie den Erstantrag. Eine Verlängerung kann nicht "automatisch" genehmigt werden.
- CIEE USA behält sich grundsätzlich die Entscheidung über die Genehmigung einer Verlängerung für das Programm *Internship USA / PCT USA* vor. Wir weisen darauf hin, dass keinerlei Rechtsanspruch auf die Ausstellung des DS-2019 für Programmverlängerungen besteht.
- Ihr Training muss weiterhin beim gleichen US-Praktikumsgeber stattfinden. Es ist nicht möglich, den Praktikumsgeber zu wechseln und gleichzeitig das Praktikum zu verlängern.
- Die Praktikumsverlängerung muss direkt am Tag nach dem ursprünglichen Praktikumsende beginnen (siehe Enddatum auf dem DS-2019). (Beispiel: Wenn Ihr Praktikum bis zum 30.09. läuft, muss die Verlängerung am 01.10. beginnen.)
- Teilnehmer am INT Programm dürfen sich maximal 12 Monate am Stück als "Intern" auf J-1-Status in den USA aufhalten, die Verlängerung eingeschlossen.
- Teilnehmer am PCT Programm dürfen sich maximal 18 Monate am Stück als „Trainee“ auf J-1 Status in den USA aufhalten, die Verlängerung eingeschlossen.
- Sie müssen weiterhin ein qualifiziertes "On the Job Training" erhalten, möglichst mit neuen Praktikumsaufgaben und Lernzielen (dies wird durch die Angaben Ihres Praktikumsgebers im neuen Dokument DS-7002 [http://www.ciee.org/trainee/newhc/create\\_training\\_plan.asp](http://www.ciee.org/trainee/newhc/create_training_plan.asp) nachgewiesen).
- Nur für "Internship USA": Ihre Hochschule muss der Verlängerung zustimmen ("Academic Endorsement" auf Seite 2 der Trainee Extension Application).
- Verlängerungen sollten mindestens vier Wochen betragen. Bei einer kürzeren Verlängerung sollten Sie sich genau überlegen, ob sich Kosten und Aufwand für den kurzen Zeitraum lohnen.

### Ablauf der Bearbeitung

Nachfolgend finden Sie Informationen zu den Unterlagen, die Sie zur Beantragung der Praktikumsverlängerung einreichen müssen. Sämtliche Unterlagen müssen vollständig **sechs Wochen vor Ablauf Ihres jetzigen Praktikums** bei TravelWorks vorliegen.

- TravelWorks bearbeitet Ihre Unterlagen normalerweise innerhalb von 3 Werktagen und teilt Ihnen per E-Mail oder Fax mit, ob wir evtl. weitere Unterlagen von Ihnen benötigen. Ansonsten erhalten Sie von uns per Fax oder E-Mail die Rechnung über die Programmgebühren.
- Nach Erhalt Ihrer Zahlung senden wir Ihren Antrag auf Verlängerung in die USA weiter. Ein "Responsible Officer" von CIEE USA trifft anhand der Unterlagen die endgültige Entscheidung darüber, ob Ihnen die Verlängerung genehmigt wird, und setzt sich u.a. mit Ihrem Arbeitgeber in Verbindung, um das Verlängerungsangebot

zu verifizieren. Sollte CIEE USA weitere Unterlagen von Ihnen benötigen, setzen wir uns mit Ihnen in Verbindung.

- Nach Genehmigung der Programmverlängerung wird das DS-2019 von CIEE in den USA ausgestellt. Das Dokument wird Ihnen an die Adresse Ihres Arbeitgebers in den USA per Kurier zugesandt.
- Sollte Ihr Antrag unvollständig bzw. kurzfristig eingehen, ist es möglich, dass Sie erst nach Ablauf des derzeit gültigen DS-2019 von CIEE über die Genehmigung der Verlängerung informiert werden. In diesem Fall dürfen Sie solange das Praktikum nicht fortsetzen, bis Sie die Genehmigung erhalten haben.

### **Verlängerungsgebühren**

- "*Internship USA*": 480 € Basisgebühr (für die ersten zwei Verlängerungsmonate) + 70 € Betreuungs- und Versicherungspauschale ab dem dritten Verlängerungsmonat
- "*Professional Career Training USA*": 610 € Basisgebühr (für die ersten zwei Verlängerungsmonate) + 80 € Betreuungs- und Versicherungspauschale ab dem dritten Verlängerungsmonat
- Achtung! Bitte überweisen Sie noch keine Gebühren!! Diese werden anhand der Bestätigung Ihrer genauen Reisedaten von uns berechnet und Ihnen per Fax oder E-Mail in Rechnung gestellt.

### **Reisen außerhalb der USA während der Verlängerung**

Im Falle einer Praktikumsverlängerung erhalten Sie ein neues DS-2019. Das J-1 Visum verlängert sich nicht automatisch! Sie dürfen zwar das Praktikum fortsetzen und sich weiterhin in den USA aufhalten, sollten Sie jedoch planen, während der Verlängerung aus den USA aus- und wieder einzureisen (auch für Kurzreisen nach Kanada, Mexiko), benötigen Sie für die Wiedereinreise auf J-1 Status ein gültiges J-1 Visum.

Ein neues J-1-Visum kann nur in dem Land beantragt werden, in dem Sie Ihren festen Wohnsitz haben (für unsere TeilnehmerInnen i.d.R. in Deutschland). Falls es unbedingt notwendig ist, dass Sie während Ihrer Verlängerung ins Ausland reisen, bitten wir Sie, sich unbedingt frühzeitig mit uns in Verbindung zu setzen (allerspätestens vier Wochen vor geplanter Reise). Wir senden Ihnen dann weitere Informationen zu.

Bitte denken Sie daran, dass Sie für die Wiedereinreise in die USA ebenfalls die „Good Standing Signature“ von CIEE benötigen. Sollten Sie bereits jetzt konkrete Reisepläne haben, legen Sie Ihrem Verlängerungsantrag am besten gleich ein Schreiben bei, um diese Unterschrift auf dem neuen DS-2019 zu beantragen. Weitere Informationen dazu finden Sie in Ihrem Teilnehmerhandbuch unter dem Stichpunkt „Travelling outside the U.S.“.

### **Einzureichende Unterlagen**

Senden Sie uns Ihre Bewerbung gerne per Fax oder E-Mail (die Dokumente müssen mit allen nötigen Unterschriften versehen sein!) **bis spätestens 6 Wochen vor dem Ende Ihres derzeitigen Praktikums** zu (maßgebend ist das Enddatum auf Ihrem DS-2019). Anträge, die später als vier Wochen vor dem ursprünglichen Praktikumsende bei uns eingehen, können nur in Ausnahmefällen und nur nach vorheriger Rücksprache akzeptiert werden. Folgende Unterlagen (ausschließlich in englischer Sprache) müssen Sie bei uns einreichen:

- Kopien Ihres Reisepasses, DS-2019, J-1 Visums und der I-94 card
- die komplette *CIEE Trainee Extension Application*, inkl. aller Unterschriften, Daten etc. **ACHTUNG:** Der Training / Internship Placement Plan (DS-7002) kann nicht dieselben Aufgaben wie bisher erhalten. Bei Teilnehmern am INT Programm muss lediglich eine Phase ausgefüllt werden. Bei Teilnehmern am PCT Programm sollte eine Phase maximal 3 Monate umfassen.
- Falls Sie von Ihrem Praktikumsgeber nicht oder nicht ausreichend bezahlt werden, senden Sie einen anderen finanziellen Nachweis ein (Bankbestätigung, Bürgschaft der

Eltern etc.). Sie müssen pro zusätzlichen Aufenthaltsmonat wiederum mindestens \$750 zur Verfügung haben.

- Nur für "*Internship USA*": Falls Sie das Studium in der Zwischenzeit abgeschlossen haben, reichen Sie bitte eine Kopie Ihres Abschlusszeugnisses ein. Sollten Sie weiterhin studieren oder Ihnen noch kein Abschlusszeugnis vorliegen, muss Ihre Hochschule den Abschnitt "*Academic Endorsement*" ausfüllen und unterschreiben.
- das ursprüngliche DS-7002

## So erreichen Sie uns

E-Mail: [dborntraeger@travelworks.de](mailto:dborntraeger@travelworks.de)  
[jhaasse@travelworks.de](mailto:jhaasse@travelworks.de)

Fax (aus den USA): 011-49-2506-8303-230

Tel (aus den USA): 011-49-2506-8303-293  
-294

Für Rückfragen stehen wir Ihnen zu den üblichen Bürozeiten gern zur Verfügung.

Mit den besten Grüßen

Ihr Praktikum USA Team  
TravelWorks

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### Stornierungsbedingungen

Sie können jederzeit vor Beginn der Verlängerung vom Programm zurücktreten. Den Programmrücktritt (Stornierung) erklären Sie uns bitte schriftlich, um Missverständnisse zu vermeiden. Treten Sie die Verlängerung nicht an, so gelten in Ergänzung zu unseren allgemeinen Programmbedingungen folgende Stornierungsbedingungen:

- a) Bei schriftlicher Stornierung innerhalb von 10 Tagen nach Eingang des fristgerecht gestellten Antrags bei TravelWorks wird eine Pauschale von 50 Euro für uns tatsächlich entstandene Kosten berechnet.
- b) Bei Rücktritt bis 6 Wochen vor Beginn der Verlängerung berechnen wir eine Pauschale von 150 Euro.
- c) Bei Rücktritt bis 4 Wochen vor Beginn der Verlängerung berechnen wir eine Pauschale von 280 Euro.
- d) Bei Rücktritt später als 4 Wochen vor Beginn der Verlängerung berechnen wir eine Pauschale von 330 Euro.
- e) Bei Ablehnung der Verlängerung durch CIEE erstatten wir die bereits gezahlte Programmgebühr abzüglich einer Pauschale von 50 Euro.
- f) Bei Rücktritt vor Beginn der Verlängerung, aber nach dem Zeitpunkt, an dem das DS-2019 ausgestellt wurde, erstatten wir die bereits gezahlte Programmgebühr abzüglich einer Pauschale von 330 Euro. Eine Rückerstattung erfolgt erst, nachdem das verlängerte DS-2019 im Original an TravelWorks zurückgegeben worden ist.

Es gelten unsere Allgemeinen Geschäftsbedingungen und die besonderen Programmbedingungen Internship/PCT USA, die jederzeit angefordert werden können. Diese finden Sie auch in unserem Katalog und im Anmeldeaset. Beides können Sie unter [www.praktikum-usa.org](http://www.praktikum-usa.org) abrufen.

Dear Participant,

Thank you for your interest in extending your training with your U.S. Host Organization. We are delighted that you are considering extending your program with CIEE.

Your application for a program extension will be processed by your home country CIEE representative, not by CIEE in the United States. Please be sure to send your completed application to your home country CIEE representative.

To complete your application for a program extension, your CIEE representative will need to receive the following:

- **Application for Program Extension**, along with supporting documents as listed in the checklist below
- **DS-7002 Training/Internship Placement Plan – Extension Application Version**, to be completed by your Host Organization

You should apply for a program extension well in advance of your original training end date. Applying too close to your end date could mean that your application is not approved in time and you will need to return home. Speak to your CIEE representative to find out about required processing times for your application.

Before you complete this application, please remember that extensions are intended to give you the opportunity to gain new and different skills from your current training. You and your Host Organization should discuss what those new skills will be and be prepared to share that information with CIEE.

Once you have submitted your application, CIEE will review your information and the new DS-7002. We will contact your Host Organization with any additional questions and then inform you of our decision. Any questions or concerns you may have during this process should be directed to the CIEE representative in your home country.

We look forward to receiving your application. In the meantime, we wish you the best of success with your training.

Sincerely,

CIEE  
Internship USA  
Professional Career Training USA

### APPLICATION CHECKLIST (Application is not complete without each of the following)

<input type="checkbox"/> Copy of current DS-2019 Form
<input type="checkbox"/> Copy of J-1 Visa
<input type="checkbox"/> Copy of valid passport
<input type="checkbox"/> Copy of original DS-7002 Training/Internship Placement Plan
<input type="checkbox"/> Application for Program Extension (page 2 of this document)
<input type="checkbox"/> Academic Endorsement for Extension (current students only – see page 2 of this document)
<input type="checkbox"/> Applicant Declaration for Extension of Program (see page 2 of this document)
<input type="checkbox"/> New DS-7002 Training/Internship Placement Plan – Extension Version

### PROGRAM / APPLICANT INFORMATION

Last Name:	Middle Name:
First Name:	
<b>Which program are you participating in?:</b>	
<input type="checkbox"/> Internship USA	<input type="checkbox"/> Professional Career Training USA
Passport Expiration Date (dd/mm/yyyy):	
Passport Number:	
Applicant DS-2019 Number:	

### APPLICANT SECTION

Original DS-2019 Start Date (dd/mm/yyyy):	
Original 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 current students ONLY)

This section must be completed by an Academic Advisor, Placement Officer, Counselor, 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 OF PROGRAM

I certify that additional time is necessary in order to fully maximize my professional training in the U.S. 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:
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Dear Host Organization Representative,

We are delighted that you are interested in offering an extended training opportunity for your CIEE Intern/Trainee. Extensions are designed to give your CIEE Intern/Trainee the chance to acquire additional skills and knowledge that were not present in their original training plan. Extension training should be completed at the same location and, ideally, under the same supervisor as the original training.

If you wish to offer this opportunity to your CIEE Intern/Trainee, you must complete a new DS-7002 Training/ Internship Placement Plan, including a new "Additional Host Organization Information Page" (the last page of this document). Of particular importance, this includes an opportunity for you to explain why the extension is necessary.

Please note the following:

- If you are submitting an extension for a Professional Career Training USA participant (Trainee), and the extension is for more than 6 months, the training must include at least two phases of training.
- If you are submitting a hospitality extension, the maximum duration of training (original training plus extension) is 12 months, unless the full duration of training has been in management. In this case, the maximum duration is 18 months.
- If a hospitality extension is longer than 6 months, the training should include at least 3 rotations through different departments.

Once complete, your J-1 Intern/Trainee will submit these forms to their home country CIEE representative, who will then forward it to CIEE for processing. We will then be in touch with you as a normal part of our application review.

If you have any questions or would like assistance with this process, please call 1.888.369.1620.

Sincerely,

CIEE  
Internship USA  
Professional Career Training USA



U.S. Department of State  
**TRAINING/INTERNSHIP PLACEMENT PLAN**

\*OMB APPROVAL NO. 1405-0170  
EXPIRATION DATE: 08-31-2012  
ESTIMATED BURDEN: 2 hours

**PARTICIPANT INFORMATION**

Trainee/Intern Name ( <i>Last, First, MI</i> )		Email Address	
Check one: <input type="checkbox"/> Trainee <input type="checkbox"/> Intern <input type="checkbox"/> Student Intern	Current Field of Study or Profession		If Professional, Number of Years Experience in Field
	Type of Degree or Certificate	Date Awarded ( <i>mm-dd-yyyy</i> ) or Expected	Training/Internship Dates ( <i>mm-dd-yyyy</i> ) From _____ To _____

**SITE OF ACTIVITY INFORMATION**

Name of Supervisor ( <i>Last, First, MI</i> )		Title		
Email Address		Telephone Number		
Host Organization Name				
Street Address of Training/Internship Site		Suite	City	State
Website		DUNS Number		Employer Identification Number (EIN)
Hours Per Week	Will Trainee/Intern receive a stipend? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, how much? \$ _____ per _____	

**CONTRACT AGREEMENT**

I understand that false certification may subject me to criminal prosecution under 18 U.S.C. 1001, which reads: "Except as otherwise provided in this section, whoever, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United States, knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact; makes any materially false, fictitious, or fraudulent statement or representation; or makes or uses any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry; shall be fined under this title or imprisoned not more than 5 years, or both."

NOTE- Sponsors will not enter into any contracts, issue Forms DS-2019, or allow a Trainee/Intern to begin a training/internship program until all three parties have executed this Training/Internship Placement Plan and proof of the insurance required under 22 CFR 62.14 is on file with the sponsor.

**Trainee/Intern-** I hereby acknowledge that I have reviewed, understand, and will follow this Training/Internship Placement Plan.

Trainee/Intern Signature	Date ( <i>mm-dd-yyyy</i> )
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**Supervisor-** I certify the following:

- I have reviewed and approved and will follow this Training/Internship Placement Plan;
- I will adhere to all applicable regulatory provisions that govern this program (22 CFR Part 62);
- I will conduct the required periodic evaluations of trainees/interns; and
- I will notify a designated sponsor contact (1) regarding any concerns about, changes in, or deviations from the Training/Internship Placement Plan; and (2) in the event of an emergency involving a trainee/intern.

Supervisor Signature	Date ( <i>mm-dd-yyyy</i> )
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**Sponsor -** I certify as the sponsor that the attached Training/Internship Plan is approved and that:

- Sufficient resources, plant, equipment, and trained personnel will be available to provide the specified training/internship program;
- Continuous on-site supervision and mentoring of trainees/interns will be provided by experienced and knowledgeable staff;
- Trainees/interns will obtain skills, knowledge, and competencies through structured and guided activities such as classroom training, seminars, rotation through several departments, on-the-job training, attendance at conferences, and similar learning experiences, as appropriate in specific circumstances;
- Trainee/interns will not displace full- or part-time or temporary or permanent American workers or serve to fill a labor need, and the positions that trainees/interns fill exist solely to assist them in achieving the objectives of their participation in training/internship programs; and
- Training/internship programs in the field of agriculture meet all the requirements of the Fair Labor Standards Act, as amended (29 U.S.C. 201 et seq.) and the Migrant and Seasonal Agricultural Worker Protection Act, as amended (29 U.S.C. 1801 et seq.).

Sponsor Signature CIEE Use Only	Date ( <i>mm-dd-yyyy</i> ) CIEE Use Only
Program Sponsor Name CIEE Use Only	Program Number CIEE Use Only

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**TRAINING/INTERNSHIP PLACEMENT PLAN**

Each Training/Internship Placement Plan should cover a definite period of time and should consist of definite phases of training or tasks performed with a specific objective for each phase. The plan must also contain information on how the trainees/interns will accomplish those objectives (*i.e. classes, individual instruction, shadowing, etc.*). Each phase must build upon the previous phase to show a progression in the training/internship. A separate copy of page 2 must be completed for each phase if applicable (*i.e.; if the trainee/intern is rotating through different departments*).

Name of Trainee/Intern (Last, First, MI)	Field of Training/Internship
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Name of Phase	Start Date for this Phase <hr style="width: 80%; margin: 0;"/> <i>(mm-dd-yyyy)</i>	End Date for this Phase <hr style="width: 80%; margin: 0;"/> <i>(mm-dd-yyyy)</i>	Phase _____ of _____
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Brief Description of Trainee/Intern's Role for this Program or for this Phase

Specific Tasks and Activities to be Completed for this Program or for this Phase (*Interns*) or Methodology of Training and Chronology/Syllabus for this Phase (*Trainees*)

Specific Goals and Objectives for this Program or for this Phase

Knowledge, Skills, or Techniques to be Imparted During this Program or During this Phase

Methods of Performance Evaluation and Methods or Supervision for this Program or for this Phase

**PRIVACY ACT STATEMENT**

**AUTHORITIES:** The information is sought pursuant to Section 102 of the Mutual Educational and Cultural Exchange Act of 1961, as amended (the Fulbright-Hays Act)(22 U.S.C. 2452) which provides for the administration of the Exchange Visitor Program (J visa).

**PURPOSE:** The information solicited on this form is necessary to provide clarity of training and intern programs offered to foreign nationals by United States entities designated by the Department of State to conduct exchange visitor programs, for general statistical use within the Department of State, and to enable the Department of State to effectively administer the trainee and intern categories of the Exchange Visitor Program. Failure to provide the information requested on this form may result in non-participation in the Exchange Visitor Program.

**ROUTINE USES:** The information on this form may be used in reviewing complaints, in formulating statistical data on training and internships programs conducted under the Exchange Visitor Program, and may be shared with overseas counterpart offices of the Department of State to ensure proper administration of this Program for exchange purposes. The information provided may also be released to federal, state, local, or foreign government entities for law enforcement purposes.

Public reporting burden for this collection of information is estimated to average 2 hours per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: A/GIS/DIR, Room 2400 SA-22, U.S. Department of State, Washington, DC 20522-2202

Program Sponsor Name CIEE Use Only	Program Number CIEE Use Only
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Name of Phase	Start Date for this Phase _____ <i>(mm-dd-yyyy)</i>	End Date for this Phase _____ <i>(mm-dd-yyyy)</i>	Phase _____ of _____
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Brief Description of Trainee/Intern's Role for this Program or for this Phase

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Methods of Performance Evaluation and Methods or Supervision for this Program or for this Phase

**PRIVACY ACT STATEMENT**

**AUTHORITIES:** The information is sought pursuant to Section 102 of the Mutual Educational and Cultural Exchange Act of 1961, as amended (the Fulbright-Hays Act)(22 U.S.C. 2452) which provides for the administration of the Exchange Visitor Program (J visa).

**PURPOSE:** The information solicited on this form is necessary to provide clarity of training and intern programs offered to foreign nationals by United States entities designated by the Department of State to conduct exchange visitor programs, for general statistical use within the Department of State, and to enable the Department of State to effectively administer the trainee and intern categories of the Exchange Visitor Program. Failure to provide the information requested on this form may result in non-participation in the Exchange Visitor Program.

**ROUTINE USES:** The information on this form may be used in reviewing complaints, in formulating statistical data on training and internships programs conducted under the Exchange Visitor Program, and may be shared with overseas counterpart offices of the Department of State to ensure proper administration of this Program for exchange purposes. The information provided may also be released to federal, state, local, or foreign government entities for law enforcement purposes.

Public reporting burden for this collection of information is estimated to average 2 hours per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: A/GIS/DIR, Room 2400 SA-22, U.S. Department of State, Washington, DC 20522-2202



## Additional Host Organization Information - For Extension Applications

The following information is a required part of the Training/Internship Placement Plan. Forms not completed in their entirety will be held as incomplete, and may delay processing. Please take the time to go through this page carefully before submitting.

Name of Trainee/Intern (*Last, First, MI*):

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

Number of Full-Time Employees Companywide in the U.S.:

Number of employees in department(s) in which Intern/Trainee will be placed:

Number of international Interns/Trainees other than this applicant who will also be training in department(s):

Has any of the information below changed since your Trainee/Intern began their training?

- Yes, please complete the section below\*
- No, you do not need to complete the section below

\*If the host organization will provide any of the following, indicate approximate value of each **per month**:

Housing:	Board:	Transportation:	Other:
U.S. \$	U.S. \$	U.S. \$	U.S. \$

Name of alternate contact at Host Organization:

Title:	Email:	Telephone:
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### Primary Supervisor Information

Name:

Years of experience in this field:

Length of time working at this organization:

Brief description of experience in this field: