



INTERNATIONAL STUDENT EXCHANGE

# ISE Training Experience Program

**International Agent Manual**

**2012-13**





# International Student Exchange

119 Cooper Street - Babylon, NY 11702

[www.iseusa.com](http://www.iseusa.com)

Dear International Representative,

International Student Exchange is proud to welcome you to our Training Experience Program. We designed this program to offer young professionals an opportunity to learn about American business practices, get a taste of American culture and most importantly advance their life career skills through training and internship opportunities in the United States.

The following manual will provide you with all the details necessary to understand the opportunities available in ISE's Training Experience Program (TEP). Before we begin exploring these wonderful opportunities together and embark on the journey of administering the TEP together, please review this introduction letter to understand the basics of the opportunities available in ISE's TEP.

The ISE Training Experience Program divides candidates into two distinct categories:

1. Applicants that have a degree or professional certificate from a post-secondary academic institution outside the United States and at least one year of prior related work experience in their occupational field acquired outside the United States
2. Applicants that do not have a degree or professional certificate from a post-secondary academic institution outside the United States but have five years of work experience outside the United States in their occupational field.

Within both the above categories eligibility, ISE offers the opportunity for applicants to apply as **Self Placement** candidates or as **Placement Assistance** candidates. Self Placement candidates are those candidates that can provide ISE a potential host company that is interested in providing them with a training opportunity. Placement Assistance candidates are those candidates that need the assistance of ISE to locate an organization in the United States that is interested in providing them a training opportunity.

Whether you feel you would be able to locate applicants eligible for the Trainee program due to a combination of education and work experience or whether you feel you would be able to locate applicants eligible for the Trainee program due to extensive related work experience, tremendous opportunity exists in the General Business and Hospitality/Tourism sectors of United States economy.

Whether you are interested in the Self Placement or the Placement Assistance program, the ISE Training Experience Program welcomes you to read through the following details and contact us to begin this wonderful journey together.

Sincerely,

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## Preface - Cooperating with Third Parties

ISE may from time to time utilize the services of outside entities to assist us in the conduct of our training program. Such third parties must have an executed written agreement with ISE to act on behalf of ISE in the conduct of ISE's program. This agreement must outline the full relationship between ISE and the third party on all matters involving the administration ISE's program.

ISE must ascertain that third parties operating outside the United States are legitimate entities within the context of their home country environment. For third parties that operate as businesses, ISE must obtain relevant home country documentation, such as **business registration or certification**, and **taxpayer's** identification numbers. Written agreements between ISE and all third parties operating outside the United States must be in place prior to any promotion of the ISE Training Program occurs.

If written third party agreements are not in place between ISE and your organization, please contact the ISE National Office prior to proceeding with any promotion of the ISE Training Experience Program.

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# 1. Overall Information

**1.1 Purpose of Program** – The primary objectives of the ISE Training Experience Program are to enhance the skills and expertise of foreign nationals in their academic or occupational fields through participation in a structured and guided work-based training program. The program strives to improve the participants' knowledge of American techniques, methodologies, and expertise. The Training Experience Program is also intended to increase participants' understanding of American culture and society and to enhance Americans' knowledge of foreign cultures and skills through an open interchange of ideas between participants and their American associates. A key goal of the Fulbright- Hays Act, which authorizes this program, is that participants will return to their home countries and share their experiences with their countrymen.

**1.2 Program Requirements** - The program's requirements for full and self-placement program types are:

- **Fluency in English**

Trainees must be sufficiently fluent in English to benefit from and comprehend fully the training being undertaken. Regulations require that trainees have verifiable English language skills sufficient to function on a day-to-day basis in the training environment. Trainees' and interns' English language skills must be verified by a recognized English language test, by signed documentation from an academic institution or English language school, or through a documented interview conducted by ISE or a third party in person, by videoconferencing, or by web camera.

ISE's standard evaluation criteria include a TOEFL score of 500 or higher, or a phone interview with ISE staff, and/or signed documentation from an academic institution or English language school.

- **University study**

Applicants are not required to have a degree or professional certificate from a post-secondary academic institution outside the United States, but this qualification determines the amount of required prior related work experience in their occupational field acquired outside the United States

- **Work experience**

1. Applicants that have a degree or professional certificate from a post-secondary academic institution outside the United States are required to have **only one year of prior related work experience** in their occupational field acquired outside the United States.

2. Applicants that **do not** have a degree or professional certificate from a post-secondary academic institution outside the United States are required to have **five years of prior related work experience** in their occupational field acquired outside the United States.

**1.3 Organization Sponsor:** International Student Exchange (ISE) is a non-profit organization designated by the U.S. Department of State, Educational and Cultural Affairs Division. This designates ISE as an entity meeting the eligibility requirements set forth in Subpart A of 22 CFR Part 62 and verifying that ISE has the organizational capacity to successfully administer and facilitate training programs.

#### **1.4 Approved Categories on Form DS-2019**

ISE is designated to sponsor trainee programs in the occupational categories of

- Management, Business, Commerce and Finance
- Hospitality and Tourism

#### **1.5 Approved Training Duration**

The training program in the field of Management, Business, Commerce and is up to 18 months in length, with flexible start dates.

The training program in the field of Hospitality and Tourism and 12 months in length, with flexible start dates.

#### **1.6 Eligibility**

- The trainee must have a degree or professional certificate from a post-secondary academic institution outside the United States and one year of prior related work experience in their occupational field acquired outside the United States **OR** have five years of prior related work experience in their occupational field acquired outside the United States.
- The trainee must have sufficient finances to support themselves for their entire stay in the United States, including housing and living expenses.
- The trainee must have practical and functional command of the English language in both oral & written capacities. All trainees must have verifiable English language skills sufficient to function on a day-to-day basis in the training environment.
- The trainee is preferred to have TOEFL test score of at least 500 (TOEFL, TOEIC, IELTS are all accepted language tests)
- The trainee must successfully pass an oral interview in English in person, over the phone or via videoconference/web camera.
- Trainees are not eligible to apply to positions that would duplicate the participants' prior work experience or training received elsewhere.
- Trainees must be 20-35 years of age to apply for placement assistance programs
- Trainees must be 20-35 years of age to apply for self-placement programs

NOTE: The trainee applying for placement assistance program will be interviewed by the ISE representative to ensure that the Trainee meets the language requirements for the Training Program. The Host Company may request additional interviews with the Trainee to determine whether he/she qualifies for the offered training position. Admission to the ISE Training Experience program does NOT guarantee placement with a Host Company).

#### **1.6 Participant Requirements:**

- Complete the ISE Training application form with a passport photo (one should be emailed in jpg format)
- Submit an application for an approved Accident and Sickness Insurance policy
- Submit a Home Sponsor Letter to verify financial integrity
- Read, agree and sign all program guidelines and agreements
- Submit a personal essay, learning objectives statement and letter to the potential Host Company
- Submit an updated resume/CV with picture
- Submit 2 letters of reference written by previous employers or professors
- Submit copy of university degree or professional certificate with English translation
- Submit photocopy of your passport and copy(ies) of all previous US visas

## 2. Prices and Fees

### 2.1 Prices (including insurance)

Self-Placement Service (participant provides the host company)

Program Fees:

6 months - \$1,095  
12 months - \$1,485  
18 months - \$1,945

Placement Assistance Service (ISE provides participant with host company)

Program Fees:

6 months - \$1,860  
12 months - \$2,310  
18 months - \$2,735

#### Items not included in the program prices:

- Sevis Fee
- Visa application fees
- Airfare, airport transfers, & transportation
- Housing, meals & personal expenses
- DS-2019 replacement forms

#### Other fees:

|  |          |
|--|----------|
| DS2019 reissue* (1 is free if the reason is valid) | \$200    |
| Transfer   | \$150    |
| J-2  | \$250    |
| Site visit   | \$150    |
| 6months extension                                  | \$710    |
| Travel validation                                  | free     |
| Expedited processing                               | \$500    |
| Time of expedited processing:                      | 1-2 days |

### 2.2 Deposit Fees

A deposit fee of \$500 must be paid at the time of application/registration.

### 2.3 Refund Policy

Once an application is reviewed and accepted, an administrative cancellation fee of \$100 will be imposed for any cancellation from the program. Cancellations received after the DS-2019 issuance are subject to a \$300 visa processing cancellation fee. The visa processing cancellation fee is inclusive of the \$100 administrative cancellation fee. In any case that a student is refused a visa, only the \$100 administrative cancellation fee will be charged. An exception to the cancellation fees applies if a 3-month period has expired and a training position has not been secured for a placement assistance program applicant. In this case, ISE will refund the entire deposit upon written request.



## **2.4 SEVIS Activation Policy**

Once the Form DS-2019 is issued by International Student Exchange, ISE must be notified about the arrival schedule of the trainee within 30 days of the date the Form DS-2019 was printed. If the arrival schedule is not confirmed within 30 days of the date the Form DS-2019 was printed, the SEVIS record will be canceled, the Trainee will be canceled from the program and the \$300 visa processing cancellation fee will be applied.

**The trainee also must provide his/her US address within 2 weeks upon arrival to the US but no later than 30 days after the start of the program as noted on the DS2019 form.**

## **2.5 DS-2019 Replacement Forms**

A fee of \$200 will be charged for any such form that must be replaced or reissued due to information incorrectly entered on the application and/or not verified correctly by the agent or participant.

## **2.6 Refusal Policy**

If a candidate declines a training position offered by a qualified host company, a \$300 placement refusal fee will be charged and the candidate will be cancelled from the program. This fee is inclusive of the \$100 administrative cancellation fee.

## **2.7 Company Replacements**

If a participant requests from ISE a change in host companies during the program, a \$150 relocation fee will be charged. The transfers are made in exceptional cases and should be approved

## **2.8 SEVIS Fee**

A \$180 Sevis fee must be paid to Sevis by trainee. Should the trainee has issues making the payment, s/he may contact ISE for assistance.

## **2.9 Insurance Fee**

ISE offers an international travel insurance policy (\$35 per month) for all applicants of ISE Training Experience Program. The insurance is mandatory for all participants. Details of the travel insurance policy are listed in Section 5.

# **3. Program Admittance Process and Policies**

## **3.1 The first steps for all applications**

- 1) The international agent must send the applicant's resume to ISE via e-mail as an attached word file. The resume must have an applicant's picture on the top right corner. The contents of the resume will then be reviewed to determine if the applicant meets the required program eligibility criteria.
- 2) If the candidate meets the required eligibility criteria, ISE will inform the international agent by e-mail and an initial phone interview will be scheduled to evaluate the candidate's fluency in English.
- 3) If the applicant passes the phone interview, his/her agent will be notified and the candidate will be asked to complete the ISE Trainee Program application. The original signed, completed application should then be sent to the ISE National Headquarters.
- 4) Once ISE receives the original signed, completed application ISE will process the documents and the an Acceptance Letter for the Trainee Program will be sent to the international agent regarding the candidate's acceptance into the program.



At this point, a USD 500.00 deposit fee invoice will be generated.

**NOTE:** If the application is incomplete, ISE will not process it until the missing documents are received in full.

### **3.2 Placement Assistance Process**

ISE uses a three month cycle in attempting to find appropriate training positions for placement assistance program applicants. The first 12-week period starts when the ISE office receives the original application and issues an official acceptance letter. Every 12 weeks there will be a scheduled review. If the candidate wishes to cancel his/her program at this review period, all program fees will be refunded in full.

**NOTE:** ALL DOCUMENTS MUST BE ORIGINAL. Faxed or emailed applications will not be accepted.

### **3.3 Steps After Applicant Placement**

#### **3.3.1 Training Plan (Form DS-7002)**

Once ISE finds a position for the applicant, the ISE office will send a copy of the Form DS-7002 (the host company's training plan) to the applicant through his/her international agent. The Form DS-7002 will state the specific goals and objectives of the training program (for each phase or component); Detail the knowledge, skills, or techniques to be imparted to the trainee (for each phase or component); and Describe the methods of performance evaluation and the supervision for each phase or component of the training.. The applicant should review and agree to the conditions of the Form DS-7002 and then sign and return it to the ISE National Headquarters.

#### **3.3.2 DS2019 Verification Report**

In order to issue the Form DS-2019 and other documents correctly, the ISE office will send by e-mail to the international agent a document called DS-2019 Verification Report. The agent must check the applicant's information on this document, sign and then return it via fax or e-mail to the ISE National Headquarters together with the copy of the host company's training plan signed by the candidate.

#### **3.3.3 DS2019 Issuance**

Once the ISE National Headquarters has received a copy of the training plan signed by the candidate and the DS-2019 Verification Report signed by the international agent, ISE will issue the Form DS-2019.

### **3.4 Housing Procedures**

ISE may attempt to assist in arranging for either a host family or non-host family living accommodations. If this is arranged by ISE, it is understood that the participant will need to pay all housing costs.

### **3.5 Orientation Prior to Departure**

All international representatives are required to orient each participant prior to departure to the United States.

### **3.6 Participant Problems and Dismissal Procedures**

In the case that a serious situation arises with a trainee, the international agent will be notified immediately. ISE will always ask for the international agent's help in resolving the problem. There are always immediate situations that would mandate immediate dismissal from the program. Such situations include, but are not limited to:

- Conviction of a crime
- Engaging in unauthorized employment
- Failure to pursue Exchange Visitor program activities
- Violation of any local, state or federal law
- Violation of any Department of State Regulations

- Violation of any host company rules, regulations or codes of conduct

### **3.7 Program Termination Date**

The date of the participant's end of program will be clearly noted on the Form DS-2019. There is a 30-day grace period following the successful completion of the trainee program that Immigration and Customs Enforcement Services recognizes. Please note that no training is allowed during this 30-day period.

## **4. Placement Information**

### **4.1 About Host Companies**

The host companies with which ISE cooperates are American companies that are willing to give a foreign trainee the chance to experience the American business environment. There is not a specific region or a size requirement for these companies. ISE deals with companies throughout the United States and they can be small, medium or large organizations.

### **4.2 Compensation**

The Regulations allow for compensation to be given to the trainee for his/her time and effort. The host company will determine the amount of the trainee's stipend based on the specific position filled, the hours required, geographical cost of living, and a comparable salary for this position. This is the host company's decision and should be made independently of ISE.

Financial and program disclosure require that sponsors shall provide trainees, prior to their arrival, a written statement clearly stating the stipend; any costs or fees for which the trainee will be obligated; an estimate of the living expenses during the trainee's stay, and a summary of the training program reciting the objectives and all significant components of the program.

### **4.3 Withholdings**

All trainees must obtain Social Security Numbers for payroll purposes. Trainees will apply on their own behalf and in person at the local Social Security Office and present his/her passport with the I-94 card and the Certificate of Eligibility (DS-2019). Trainees can locate the nearest office by visiting <http://www.ssa.gov>.

As proof of application, trainees will be issued form SSA-5028. If a trainee wishes to prepare a report of earnings before he/she has received his/her Social Security card, he/she may leave the space for the Social Security number blank. The trainee must be aware that International Student Exchange trainee program participants are exempt from Social Security, Medicare withholding and federal unemployment tax. Participants are, however, subject to all applicable federal, state and local tax withholdings. For further information regarding employer responsibilities when engaging foreign personnel, please visit: <http://www.ssa.gov/employer/hiring.htm>

## **5. Health Insurance**

Participants are required to have accident and health care insurance *before* they depart for the United States. Failure to provide evidence of proper coverage prior to departure from the native country may result in immediate termination from the program.

ISE provides an approved insurance policy for \$35.00 U.S. dollars per month. All trainees must be insured via ISE Health Plan.

The period of insurance coverage will begin 30 days before the official start of the training program to cover the grace period and end on the last date of the training program.

The details of the coverage through ISE are listed below.

Please Note: This policy will not pay for medical expenses incurred in the insured's home country or any due to pre-existing condition.

### **Insurance Certificate - Travel Insurance Plan Comfort50<sup>®</sup>**

Valid from February 01, 2011 to January 31, 2013

**CSB**

**Certificate# 1190028**

#### **Medical Insurance**

| <b>Schedule of Benefits</b>   | <b>USD</b>  |
|---|---|
| Insured amount per person (per accident or illness) maximum                                     | 100,000   |
| Elective co-payment per out-patient claim   | 50  |
| Emergency Room – Deductible (applies only in the US)  | For injury: 0<br>For illness resulting in direct hospitalization: 0<br>For illness which does not result in direct hospitalization: 250 |
| Hospitalization   | 100%  |
| Outpatient treatment by a doctor/specialist   | 100%  |
| Prescribed medicines  | 100%  |
| Prescribed treatment by a physiotherapist/chiropractor  | 2,500   |
| Provisional pain-stilling dental treatment  | 200 (per incident / tooth)  |
| Ambulance transportation  | 100%  |
| Medical Evacuation/Repatriation   | 100%  |
| Return Trip   | 100%  |
| Compassionate Emergency Repatriation  | 100%  |
| Next-of-Kin Accompaniment   | 100%  |
| Compassionate emergency visit   | 100%  |
| Board, lodging & local transport for a person who is summoned or accompany the insured, per day | 300   |
| Statutory arrangements in case of death   | 100%  |
| Home transportation of the deceased   | 100%  |
| Personal accident – death and disability  | 15,000  |

**This plan is issued by LAMP Services Limited, the Coverholder, and Underwritten by Catlin Insurance Company (UK) Ltd, part of Catlin Group Limited.**

Catlin Insurance Company (UK) Ltd has been assigned financial strength ratings of "A" (Excellent) by A.M. Best, as well as financial strength ratings of "A" (Strong) by Standard & Poor's.

The US Preferred Provider Organization Network and Claims Administration is provided by UnitedHealthcare.



## 6. Home Sponsor Letter

As required by the Regulations of the Trainee program, trainees sufficient finances to support themselves for their entire stay in the United States, including housing and living expenses. Therefore, an applicant must show an independent income, (that is an income other than the stipend or salary he/she will receive from the host company) of at least \$750.00 US per month. If an applicant cannot verify that such income is available via financial statements, a home sponsor letter may be used to verify such available funds. A home sponsor is usually a family member, friend or corporation that will provide this income should it be necessary. The home sponsor must submit the form below, promising to supply the applicant with money each month. This form is included on the check list page of the application.

\*\*\*\*\*

To Whom It May Concern:

Date\_\_\_\_\_

My name is \_\_\_\_\_ and I am the \_\_\_\_\_ of the applicant Mr./Ms. \_\_\_\_\_. I have been advised that he/she is applying for a J-1 visa for a Training Program in the United States. I have also been informed that he/she needs to verify a minimum of \$750.00 US per month is available for the duration of his/her stay on the program. I hereby state that I am ready, willing and able to supplement his/her trainee's salary by wiring said amount or sending him/her a check each month in the amount of \$\_\_\_\_\_ as necessary.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

## 7. General Information & Resources

### 7.1 American Resume Instructions and Format

When ISE presents a candidate to an American company, ISE first sends the candidate's resume to be evaluated by the potential host company. For this reason it is extremely important for the candidate to have a competitive, presentable resume. The candidate's resume must catch the attention of the potential host company upon first glance. Below are some helpful tips to get your candidate's resume noticed:

1) **KEEP THE RESUME TO ONE or TWO PAGES ONLY.** This is most important as the HR director usually does not have time to read through several pages on each candidate. The one page resume will pique interest just enough for them to ask for more.

2) Use common font type and size. Font styles "Times New Roman" or "Arial" are most common. Also, the resume should use small font sizes such as 10 or 12 point font. Remember...the resume should be one or two pages only.

3) Do not use text boxes, frames, backgrounds, etc. The resume should be clear and professional.

4) Do not title the resume CURRICULUM VITAE. This title is reserved for multiple page resumes filled with specific work experiences in the higher levels of employment such as attorneys, doctors, and scientists, etc.

5) Insert a small business photo on the right upper corner of the resume. We recommend that men wear a shirt and tie or suit and that women wear business attire. Please avoid t-shirts, sweat-shirts, hats, religious garments, low neckline blouses, etc.

6) Do not put age, gender or marital status on the resume. That information is mandatory on the visa application but inappropriate on a resume. Most, if not all, American companies follow a strict Equal Opportunity Employer code. Listing age and gender on a resume could potentially result in discrimination claims against a host company.

7) Pay attention to how the dates are listed on a resume. Remember that in the United States the month comes before the day. Also, the U.S. uses the Roman calendar.

8) List university degrees. University degrees should be listed with the years of graduation, but not the courses taken. American employers are more interested in the university degree and work experience than they are in specific courses.

9) List work Experience in chronological order, starting from the most recent position. If numerous positions can be included, a resume should list the last three. Also, a detailed description of the responsibilities in each position should be listed.

10) Don't include references on the resume. References should be kept on a separate page and provided to the potential host company only if requested.

Note: In the objectives listed on the resume, don't list "to enhance English skills" as a reason or goal in entering the trainee program. The program requires all candidates to be fluent in English so this statement is never appropriate for a resume. It is common to list this objective on an application but never in a resume.

Please see a resume sample on the next page.

## American Resume Format

Passport size  
photo.  
Smiling and  
in business  
attire!

Name in Bold  
Address  
Telephone  
E-mail Address

### Career Objective

A position in the field of ... (A position as a...)

### Education

**Bachelor of Science, Major,** May 2001-May 2005  
University of South Alabama  
Mobile, Alabama

### Employment Experience

**Job Title,** August 1994 - Present  
Company Name, City, State

- Responsibilities of the position
- Accomplishments in the position
- Skills and abilities gained in the position

**Job Title,** June 1992- July 1994  
Company Name, City, State

- Trained, scheduled, and supervised 15 employees
- Achieved superior safety performance ratings
- Performed troubleshooting and quality control procedures for all equipment

**Job Title,** June 1990- July 1992  
Company Name, City, State

- Worked in DataOrder inventory tracking system to integrate international orders into domestic operations
- Coordinated efforts in shipping, receiving and processing departments
- Supervised 3 part time staff in processing department

### Language Skills

English  
Fluent

French  
Intermediate

German  
Basic

### Computer Skills

Internet  
MSDOS  
C++

Microsoft Word  
Windows XP  
Peachtree

### Other Information

Driver License A/B

## 7.2 Useful Internet Links

### Regulations and References:

|                                      |   |
|--------------------------------------|---|
| U.S. Department of State:            | <a href="http://www.state.gov">www.state.gov</a>                                    |
| Internal Revenue Service (Tax Info): | <a href="http://www.irs.gov">www.irs.gov</a>  |
| U.S. Embassy Links:                  | <a href="http://usembassy.state.gov/">http://usembassy.state.gov/</a>               |
| Social Security Administration (SSA) | <a href="http://www.ssa.gov">www.ssa.gov</a>  |
| Department of Homeland Security      | <a href="http://www.dhs.gov">www.dhs.gov</a>  |
| International Student Exchange       | <a href="http://www.csb-usa.com">http://www.csb-usa.com</a>                         |
| Caremed Insurance Insurance          | <a href="http://www.caremed-assistance.com/">http://www.caremed-assistance.com/</a> |
| US Customs and Border Protection     | <a href="http://www.cbp.gov">www.cbp.gov</a>  |

### Finding a place to live:

[www.ymca.net](http://www.ymca.net)  
[www.hiayh.org](http://www.hiayh.org)  
[www.roommates.com](http://www.roommates.com)  
[www.rent.com](http://www.rent.com)  
[www.craigslist.org](http://www.craigslist.org)  
[www.apartmentsearch.com](http://www.apartmentsearch.com)  
[www.easyroommate.com](http://www.easyroommate.com)

### Maps & Directions:

[www.mapquest.com](http://www.mapquest.com)  
[www.mapsonus.com](http://www.mapsonus.com)  
[www.randmcnally.com](http://www.randmcnally.com)  
<http://maps.google.com/maps>

### Travel

[www.travelocity.com](http://www.travelocity.com)  
[www.expedia.com](http://www.expedia.com)  
[www.greyhound.com](http://www.greyhound.com)  
[www.amtrack.com](http://www.amtrack.com)

### Finding a trainee position:

[www.hotjobs.com](http://www.hotjobs.com)  
[www.monster.com](http://www.monster.com)  
[www.careerbuilder.com](http://www.careerbuilder.com)  
[www.coolworks.com](http://www.coolworks.com)  
[www.flipdog.com](http://www.flipdog.com)  
[www.internweb.com](http://www.internweb.com)  
[www.interships-usa.com](http://www.interships-usa.com)  
[www.jobweb.com](http://www.jobweb.com)  
[www.snagajob.com](http://www.snagajob.com)  
[www.rsinternships.com](http://www.rsinternships.com)

## 7.3 Eligibility Questions

Before a trainee fills out and submits the Training Experience Program Application, please make sure he/she takes a look at this small eligibility questionnaire according to the category he/she is interested in applying to.

**PLACEMENT ASSISTANCE:** the program in which ISE attempts to find the trainee a qualified training position. To be eligible for full-placement program, a trainee must answer “yes” to all of the following questions:



- 1.) Are you between 20-30 years of age?
- 2.) Do you have either a degree or professional certificate from a post-secondary academic institution outside the United States and at least one year of prior related work experience **or** five years of work experience outside the United States in an occupational field related to the ISE training designation of Management, Business, Commerce and Finance?
- 3.) Will you be able to research available housing to find housing accommodations?
- 4.) Do you have a home sponsor who will promise to supply you with independent funds of at least \$750.00 US per month if necessary?
- 5.) Will you be returning to your country after you have successfully completed the program to share with your countrymen the skills you learned in America?

**SELF-PLACEMENT:** the program in which applicants supply their own trainee position within an American host company. To be eligible for the self-placement program, the trainee must answer "yes" to the following questions:

- 1.) Are you between 20-35 years of age?
- 2.) Do you have either a degree or professional certificate from a post-secondary academic institution outside the United States and at least one year of prior related work experience **or** five years of work experience outside the United States in an occupational field related to the ISE training designation of Management, Business, Commerce and Finance / Hospitality and Tourism? Is the training position you found for yourself related to one of the ISE training designations?
- 3.) Do you have a home sponsor who will promise to supply you with independent funds of at least \$750.00 US per month if necessary?
- 4.) Will you be returning to your home country after you have successfully completed the program to share with your countrymen the skills you learned in America?

## **7.4 ISE Training Categories and Subcategories**

### **ISE Training Categories:**

**Management, Business, Commerce and Finance**

**Hospitality and Tourism**

### ***Occupational Subjects/Fields***

Accounting  
 Accounting and Business/Management  
 Accounting and Finance  
 Accounting and Related Services, Other  
 Apparel and Accessories Marketing Operations  
 Auctioneering  
 Auditing (NEW)  
 Banking and Financial Support Services  
 Business Administration and Management, General  
 Business Administration, Management and Operations, Other  
 Business Operations Support and Secretarial Services, Other  
 Business Statistics  
 Business and Personal/Financial Services Marketing Operations  
 Business, Management, Marketing, and Related Support Services, Other  
 Business/Commerce, General  
 Business/Corporate Communications  
 Business/Managerial Economics  
 Construction Management  
 Credit Management  
 Customer Service Management

Customer Service Support/Call Center/Teleservice Operation  
E-Commerce/Electronic Commerce  
Entrepreneurial and Small Business Operations, Other  
Entrepreneurship/Entrepreneurial Studies  
Fashion Merchandising  
Fashion Modeling  
Finance and Financial Management Services, Other  
Finance, General  
Financial Planning and Services  
Franchising and Franchise Operations  
General Merchandising, Sales, and Related Marketing Operations, Other  
Hospitality Administration/Management, General  
Hospitality Administration/Management, Other  
Hospitality and Recreation Marketing Operations  
Hotel/Motel Administration/Management  
Human Resources Development  
Human Resources Management and Services, Other  
Human Resources Management/Personnel Administration, General  
Information Resources Management/CIO Training  
Insurance  
International Business/Trade/Commerce  
International Finance  
International Marketing  
Investments and Securities  
Knowledge Management  
Labor Studies  
Labor and Industrial Relations  
Logistics and Materials Management  
Management Information Systems and Services, Other  
Management Information Systems, General  
Management Science, General  
Management Sciences and Quantitative Methods, Other  
Marketing Research  
Marketing, Other  
Marketing/Marketing Management, General  
Merchandising and Buying Operations  
Non-Profit/Public/Organizational Management  
Office Management and Supervision  
Operations Management and Supervision  
Organizational Behavior Studies  
Parts, Warehousing, and Inventory Management Operations  
Public Finance  
Purchasing, Procurement/Acquisitions and Contracts Management  
Real Estate  
Resort Management  
Restaurant/Food Services Management  
Retailing and Retail Operations  
Sales, Distribution, and Marketing Operations, General  
Selling Skills and Sales Operations  
Small Business Administration/Management  
Special Products Marketing Operations  
Specialized Merchandising, Sales, and Related Marketing Operations  
Taxation  
Tourism Promotion Operations  
Tourism and Travel Services Management  
Tourism and Travel Services Marketing Operations  
Traffic, Customs, and Transportation Clerk/Technician  
Transportation/Transportation Management  
Vehicle and Vehicle Parts and Accessories Marketing Operations



## INTERNATIONAL STUDENT EXCHANGE

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