



INTERNATIONAL STUDENT EXCHANGE

ISE Training Experience Program

International Agent Manual

2011-12





International Student Exchange

119 Cooper Street - Babylon, NY 11702

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,

Sergei Chernyshov
Program Manager
International Student Exchange
119 Cooper Street
Babylon, NY 11702
Phone: 631.893.4540
Fax: 631.893.4550
www.isetraining.com

Index

Preface – Cooperating with third parties

1. Overall Information

- 1.1 - Purpose of Program
- 1.2 - Program Requirements
- 1.3 - Organization Sponsor
- 1.4 - Approved Category on Form DS2019
- 1.5 - Approved Training Duration
- 1.6 - Eligibility
- 1.7 - Participant Requirements

2. Prices and Fees

- 2.1 - Prices
- 2.2 - Deposit Fees
- 2.3 - Refund Policy
- 2.4 - DS2019 Replacement Form Fee
- 2.5 - Refusal Policy
- 2.6 - Company Replacement Fee
- 2.7 - Extension Fee
- 2.8 - SEVIS Fee (NEW)
- 2.9 – Insurance Fee

3. Program Application Process and Policies

- 3.1 – The first steps for all applications
- 3.2 - Placement Assistance Process
- 3.3 - Steps After Applicant Placement
 - 3.3.1 - Training Plan (Form DS-7002)
 - 3.3.2 - DS2019 Verification Report
 - 3.3.3 - DS2019 Issuance
- 3.4 - Housing Procedures
- 3.5 - Orientation Prior to Departure
- 3.6 - Participant Problems and Dismissal Procedures
- 3.7 - Program Termination Date

4. Placement Information

- 4.1 - About Host Companies
- 4.2 - Compensation
- 4.3 - Withholdings

5. Health Insurance

6. Home Sponsor Letter

7. General Information & Resources

- 7.1 - American Resume Instructions and Format
- 7.2 - Useful Internet Links
- 7.3 - Eligibility Questions
- 7.4 - ISE Training Categories and Subcategories

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 **Dun & Bradstreet** 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.

International Student Exchange
119 Cooper Street
Babylon, NY 11702
Phone: 631.893.4540
Fax: 631.893.4550
www.isetraining.com

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, 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 have 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 upon the participants confirmed arrival (or beginning of the training if the arrival date was not provided to the ISE staff in advance) in the United States 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.

Medical Coverage	USD
Maximum per Illness / Injury	100,000 (Overall Maximum USD 1,000,000)
Coinsurance Percentages	Plan pays 100% of eligible charges
Outpatient Copayment	50
Hospital Services	
Inpatient Room & Board	100% (URC) ¹
Intensive Care	100% (URC) ¹
Emergency Room Deductible (applies only in the US)	For injury: USD 0 For illness resulting in direct hospitalization: USD 0 For illness which does not result in direct hospitalization: USD 250
Outpatient Services	
Physical Therapy	1 visit per day to a maximum of USD 2,500 per Period of Insurance
Physician Visit	100% (URC) ¹
Prescription Drugs	100% (URC) ¹
Other Services	
Eligible Medical Expenses	100% (URC) ¹
Durable Medical Equipment	100% (URC) ¹
Local Ambulance	Per Injury: 100% (URC) ¹ Per Illness (only if admitted Inpatient): 100% (URC) ¹
Dental	Sudden & Unexpected Pain: USD 200 per Occurrence (limited to 3 x per Period of Insurance) Accident exclusively involving dental treatment: USD 500 per Period of Insurance Major medical injury that also affects teeth: Medical benefits up to the Policy Limit
Emergency Medical Evacuation	Up to Maximum Limit
Emergency Reunion	USD 15,000 lifetime maximum benefit
Urgent Travel Expense (Compassionate Home Visit)	Up to USD 1,000 payable for transportation to Home Country in the event of death of a close Family Member
Return of Mortal Remains	Up to USD 25,000
Sports Coverage	100% (URC) ¹ for eligible expenses incurred while participating in organized interscholastic or club sporting activities (non professional) (Refer to Insurance Conditions for exclusions)
Accidental Death & Dismemberment	Up to USD 25,000

¹ **URC = Usual, Reasonable and Customary charges:** The amount that will be covered for a particular procedure through this plan is defined through the fee charged for a certain specified procedure by a particular type of health care provider practicing within a specified geographic area.

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

Finding a place to live:

www.ymca.net
www.hiayh.org
www.roommates.com
www.rent.com
www.craigslist.org
www.apartmentsearch.com
www.easyroommate.com

Maps & Directions:

www.mapquest.com
www.mapsonus.com
www.randmcnally.com
<http://maps.google.com/maps>

Travel

www.travelocity.com
www.expedia.com
www.greyhound.com
www.amtrack.com

Finding a trainee position:

www.hotjobs.com
www.monster.com
www.careerbuilder.com
www.coolworks.com
www.flipdog.com
www.internweb.com
www.interships-usa.com
www.jobweb.com
www.snagajob.com
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

119 Cooper Street - Babylon - NY 11702

Tel.: 631-893-4540

Fax: 631-893-4550

Toll Free: 1-800-766-4656

www.isetraining.com