

## EXTRA system

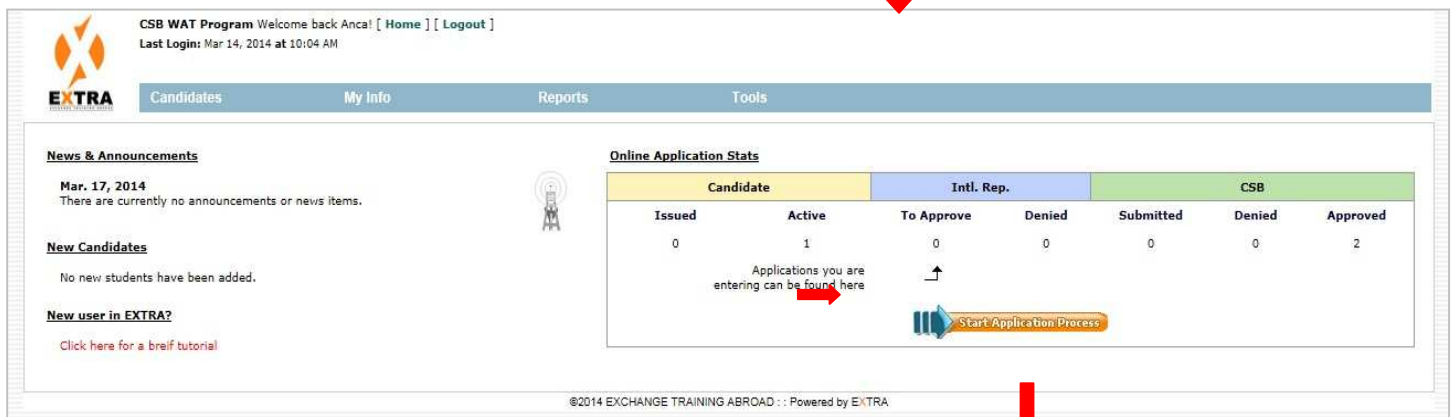
### Sending applications to CSB

Our online database is known under the formal name of **EXTRA** system. The system can be accessed via our website, as shown below, or by accessing the following direct link: <https://extra.exitsapplication.com>



- A. **Login** - CSB will give access to **EXTRA** to each of the international representatives who have **signed the agreement**. Once the access is granted, **a welcome email with the link and login information will be sent** to the main contact's email address.

**Note:** No faxed or emailed applications will be accepted.



**B. Enter application** - There are two options to begin entering applications in EXTRA:

- **Candidate Application:** If the Candidate option is chosen under the Application type, an account will be created for the candidate, who must have a valid email account and Internet access. He/she will receive the login information and will further be able to login, fill-out the application and upload all required documents on his/her own. Once the application is ready, the applicant must approve it to be submitted to his/her International Representative. Further, the International Representative will be able to check it and Approve/Deny it. By approving it, the application will be submitted to CSB for the review.
- **Office Application (recommended):** If Office option is chosen under the Application type, the International Representative staff will directly fill-out the application for a candidate, upload all required documents and approve it to be submitted to CSB for the review.

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Last Login: Mar 14, 2014 at 10:04 AM

EXTRA

Candidates My Info Reports Tools

### Create Application

Note: Required fields are marked with an asterisk (\*)

Personal Data

Application Type \* **Candidate**  
Office

First Name \*  
Middle Name \*  
Family Name \*  
Gender \*

**Candidate Application**  
If you choose Candidate under the Application type, an account will be created for the particular candidate, who must have a valid email account and Internet access. He/she will receive the login information and will further be able to login, fill-out the application and upload all required documents. Once the application is ready, you will be able to check it and Approve/Deny it. By approving it, the application will be submitted to CSB for the review.

**Office Application**  
If you choose Office under the Application type, you (the International Representative) and your staff will directly fill-out the application for a candidate and submit it to CSB for the review.

PS: You will have access to all candidates submitted to CSB. You will be able to check their status and information (no edit).

**New user in EXTRA?**  
[Click here for a brief tutorial](#)

**Start Application Process**

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EXTRA

Candidates My Info Reports Tools

### News & Announcements

Mar. 17, 2014  
There are currently no announcements or news items.

### New Candidates

Test Test

### New user in EXTRA?

[Click here for a brief tutorial](#)

### Online Application Stats

Candidate		Intl. Rep.	CSB			
Issued	Active	To Approve	Denied	Submitted	Denied	Approved
0	1	1	0	0	0	2

Applications you are entering can be found here

**Start Application Process**

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Candidates My Info Reports Tools

### To Approve Online Application List

1 candidate(s) found

ID	Last Name	First Name	Gender	Email	Submitted	Created By	Program Option	Actions
21619	Test	Test	Female		03/17/2014	Main Office		[View Login] [Delete]

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**C. Complete and submit the application** - please follow the below **4 (four) steps** to complete the application:

1. **Application Checklist:** The International Representative must **fill-in the Candidate Information, Agreement and English Assessment**. Once ready, only **the Agreement and the English Assessment must be printed to be signed and further uploaded back into the system**. Please note the full document checklist on page #4 of the handbook or under the Upload Documents section.  
*Note: Please do not write the personal data only with capital letters.*
2. **Download Forms (if needed):** The International Representative can **download additional forms** needed such as the CSB Resume Template, No Housing Form, Housing Arrangements Form, Job Offer Agreement (only for Self-placement participants), Orientation Sign-off and/or Walk-in Agreement (only for Walk-in participants). This section will contain only the most updated forms.
3. **Upload Documents:** The International Representative will use this section to **upload and further assign a category** to each of the required documents. Each document must be uploaded separately, in an **Adobe Acrobat (pdf) file**.  
*Note: Please use only Latin alphabet to name the files.*
4. **Approve/Deny Application:** When the upload is successfully done and hence the application is complete, **you must approve** the participant's application to be submitted to CSB. Otherwise, CSB will not acknowledge the applications and will remain in pending status.

**Additional Tools:**

- **Print Application:** Once the application is ready, you may print a copy for your records.
- **Flight Information (mandatory):** Please note that the flight information must be submitted for all program participants (both full and self-placement). Therefore, please make sure the "Flight Information" section of the online application of each participant is being filled-in according to the flight itinerary, at least 10 days before the actual arrival in the United States.

**CSB International, Inc.**  
Summer Work Travel Program

Home Get Help FAQ Update Login Logoff

Welcome Test Test!

**Application Checklist**

- 1 Start Application
- 2 Application Checklist
- 3 Download Forms
- 4 Upload Documents
- 5 Program Manuals/Materials
- 6 Print Application
- 7 Flight Information
- 8 Approve/Deny Application

**Candidate Information** Agreement English Assessment

Note: Required fields are marked with an asterisk (\*)

PERSONAL DATA

Picture \*

(smiling - max size 2mb)

Upload Picture

Family Name \* Test

First Name \* Test

Middle Name

Gender \* Female

Date of Birth \* / /

Place of Birth \*

Country of Birth \*

Country of Legal Permanent Residence \*

Country of Citizenship \*

Mailing Address \*

## Useful Tips, Reports and Tools

**Status of Submitted Applications (green CSB section below):** Once the participant's application was approved and submitted to CSB for review, the international representative can check its status by following the CSB section, as displayed below. The section has 3 columns: Submitted (applications submitted and pending CSB approval), Approved (application approved by CSB) and Denied (applications which denied by CSB).

**List of Active Candidates (blue section below):** The Candidate List (top menu, left) will display a list and the profile of all active candidates assigned to the program. There is also a Search tool available.

Access to the list of all active candidates assigned to the program

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Navigation: Candidates, My Info, Reports, Tools

News & Announcements  
Mar. 17, 2014  
There are currently no announcements or news items.

New Candidates  
Test Test

New user in EXTRA?  
[Click here for a brief tutorial](#)

Online Application Stats

Candidate		Intl. Rep.		CSB			App
Issued	Active	To Approve	Denied	Submitted	Denied	App	
0	1	1	0	0	0	2	

Applications you are entering can be found here

[Start Application Process](#)

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Status of Submitted Applications / Approved/Denied

## Reports Section

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Reports

Available Reports

- All Participating Candidates
- All Cancelled Candidates
- Self Placement Vetting
- Unplaced Candidates

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1. All Participating Candidates (per season). This report allows you to check the list of all active (currently in the program) /inactive (completed the program) participants. It also gives you the opportunity to check if the Form DS-2019 has been issued by displaying the SEVIS # in the DS2019 column. Lastly, from this report, you may access the individual participants' profiles.
2. All Cancelled Candidates (per season). This report allows you to check the list of all cancelled participants.
3. Self-placement Vetting (per season). The report allows you to check the job vetting status for the participants. For those pending, all missing information will be in red font.
4. Unplaced Candidates (per season). This report allows you to check the list of unplaced participants.

## Tool Section – Visa Interview Date List

Starting 2014, CSB must be informed of all visa interviews for the participants. The Visa Interview Tool allows you to enter and set the visa interview date for all your participants. Please enter this information as soon as it becomes available.

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Visa Interview

Program:

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