Welcome To Our Professional Career Training Program!

WE SPONSOR THE TALENT,
YOU DESIGN THE WORLD

ADDENDUM I

This Candidate Information Brochure is designed to provide essential information about *Architect-US* Career Training USA Program and outline expectations to enhance the host and the intern/trainee experience and ensure a positive experience for all involved. Please review this document to understand and fulfill the requirements for being an *Architect-US* Participant. The information in this dossier will always prevail to published on the Program website **www.architect-us.com**

For any specific questions and to participate in *Architect-US*, please contact: **training@architect-us.com** For any questions related to invoicing, payment method and/or financial aid, please contact: **facturacion@architect-us.com**

Don't give up your dream of working as an Architect in the United States! Enroll *Architect-US* Professional Career Training today and gain access to the most competitive market in the world, acquiring an unique professional experience that will propel your career worldwide.

PHILOSOPHY
Architect-US Professional Career Training Program Assets

With the aim of promoting the integration and inclusion of top students and up-and-coming professionals to one of the most competitive markets in the world, a groundbreaking international program is born: *Architect-US* Professional Career Training Program.

ARCHINTERNSHIP

Architect-US Professional Career Training Program, gives Building Industry students, recent graduates, and young professionals with exemplary academic background, outstanding talent and extraordinary communication skills, the chance to pursue an internship/professional training in the United States as part of the *U.S. Government's J-1 Exchange Visitor Program*. Furthermore, *Architect-US* is responsible for the comprehensive management of candidate's visa and health insurance in cooperation with ASSE International, official *U.S. State Department sponsor of the J-1 Exchange Visitors Program*.

EXCELLENCE

The aim of *Architect-US* Professional Career Training Program is to provide structured, on-the-job training to the most talented and up-and-coming Architects, Engineers & Designers candidates, for up to 18 months while promoting the value of cross-cultural exchange. The program promotes the exchange, integration and learning of the different techniques and methodologies of American profession while improving Americans' knowledge of international architectural and engineering culture, through an open exchange of ideas between participants and employers.

AFFORDABILITY

The aim of *Architect-US*'s outreach is to change the culture of opportunities, rewarding candidates who have exemplary academic background and outstanding talent, regardless of their economic means. Therefore internships and training programs offered by the program will ensure the solvency of the candidate during his/her stay. For interns employers will pay a compensation wage equal to or more than the minimum or prevailing wage established by the US Department of Labor in every state. For trainees employers will pay a negotiated salary according to their years of çexperience. Stipend for both intern/trainee will be specified in the Training/Internship Placement Plan (DS-7002). On the contrary, participants will be responsible for covering the costs of *Architect-US* fee, visa and health insurance for the entire duration of the program, as well as personal travel expenses.

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Architect-US
Professional Career Training Program

WHO WE ARE
About Architect-US Professional Career Training Program

Architect-US is an organization whose mission is to sponsor top talented and highly qualified international architects, engineers and designers to come to work in the US, as part of the *US Government J-1 Exchange Visitor Program*.

The aim of Architect-US Career Training USA Program is to provide structured, on-the-job training, to the most talented and up-and-coming candidates for up to 18 months, within a platform that establishes global dialogues in Architecture and Engineering while promoting the value of cross-cultural exchange. The goal of the Program is to match the most promising Building Industry Internationals and arrange intern/trainee placements U.S. based companies supporting their entrepreneurial spirit and encouraging profession internationalization.

The Program will conduct a thorough selection process among all program registered candidates in order to select the most outstanding and capable young candidates that best fit host company's needs and vacancies. The selection process of exchange candidates (Architect-US's pool of interns and trainees) has several stages as detailed further below.

WHAT WE DO
Goals and Objectives of Architect-US Program

The primary objectives offered under U.S. Department of State are to enhance the skills and expertise of exchange visitors in their academic or occupational Architecture, Engineering and Design fields through participation in structured and guided work-based training and internship programs for up to 18 months, and to improve participants' knowledge of American techniques, methodologies, and technology.

Such internship/training programs are also intended to increase participants' understanding of American Architecture culture and society, and to enhance Americans' knowledge of International Building Industry culture and skills, through an open exchange of ideas between participants and their American associates.

Architect-US Professional Career Training Program, overseen by the U.S. Government J-1 Exchange Visitor Program, facilitates Architecture, Engineering and Designers students and young professional from all over the world, ages 18-35, J-1 Visa sponsorship in one of these three categories:

- Internship USA_*USA J-1 Internship Program*

Architect-US **looks for an internship opportunity in the US** for Architecture, Engineer and Design students and recent graduates, **ages 18-35**, **for up to 12 months** in the field related to their academic field of study. Applicants for the Internship Program must meet at least one of these eligibility requirements:

* Foreign nationals who are currently enrolled in and pursuing full time studies at a accredited degree, or certificate, granting post-secondary academic institution **outside of the U.S.** OR
** Graduated from such an institution **no more than 12 months** prior the start date in their internship program.

- Professional Career Training USA _ *USA J-1 Training Program*

Architect-US **looks for a training opportunity in the US** for Architecture, Engineer and Design working Professionals, **ages 20-35**, **for up to 18 months** in the field related to their occupational background. Applicants for the Training Program must meet at least one of these eligibility requirements:

* A degree or professional certificate from a post-secondary academic institution outside the US, in addition to at least one year of prior experience in their occupational field acquired **outside of the United States** OR
** Five (5) years of full time work experience outside of the United States in their occupational field.

- Find your Internship / Training USA_ *USA J-1 Internship / Training Program*

Participants look for their internship/training opportunity in the US and Architect-US process and organize their arrival in the US (J-1 visa sponsorship, health insurance, 24/7 assistance...). Find your internship program and we'll take care of everything else! **Same conditions of participation as in the Internship USA and Professional Career Training USA Programs will apply.**

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Architect-US
Professional Career Training Program

WHY TO JOIN
Benefits of participating in Architect-US Program

International Career Impulse

Architect-US is the first program specialized in professional training and cultural exchange in the field of Architecture, Engineering and Design. *Architect-US* Professional Career Training Program is trusted by some of the world's most prestigious organizations and top leading companies such as HOK, Grimshaw Architects, GMS or Overland among others. This continuously growing and outstanding network -fundamental asset of the program- offers participants the opportunity to acquire an unique experience that will boost their professional career internationally while developing a priceless contacts' network.

Waged Professional Experience

Architect-US Professional Career Training Program promotes, processes and manages waged internships and professional trainings within American leading Building Industry companies. This service hallmark is the main added value that *Architect-US* offers in relation to similar internship programs. *Architect-US* strives for the quality of internships and professional trainings, setting minimum wages according to candidate's academic background and years of experience, that host companies enrolled in the Program must respect. (See illustrative wage chart per years of experience).

Flexibility

Architect-US Professional Career Training Program can start at any time of the year to meet both applicant and host company needs, with flexible programs lasting 3 to 18 months. Internships and Training Programs can be extended as long as the maximum 12 and 18 months are not exceeded respectively. In addition, on special occasions applicants may change employer with the approval of ASSE International.

Affordability

Architect-US Professional Career Training Program can provide a low interest rate credit facility for those students that require initial financing through the Post-Graduate/Doctorate or Research Super Credit Facilities offered by Banco Santander to students and graduates up to 31 years old. For further information please contact **finances@architect-us.com**. **Service exclusively offered to residents in Spain at the time of application.**

Unique Professional Experience

The program provides access to one of the most competitive markets in the world and a very complex one in terms of access, due to complex immigration bureaucracy. *Architect-US* Program participants will have the chance of taking part in the exchange, integration and training of the different techniques and methodologies of American practice, while increasing the knowledge of their American colleagues in international engineering and architectural culture by means of an ongoing exchange of ideas between participants and employers.

TRUSTED BY SOME OF THE WORLD'S MOST PRESTIGIOUS ORGANIZATIONS

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Architect-US
Professional Career Training Program

HOW TO BE PART OF IT
Registration requirements and selection process

- **Phase 0**_*REGISTRATION*

Registration in the *Architect-US* Professional Career Training Program is free and any student or professional within the field of Architecture, Engineering and Design who meets the following entry requirements can sign up:

* College graduate or college student (Architecture, Design and Engineering) at the time of applying.
* Outstanding academic qualifications and excellent Final Graduation Project for residents in Spain.
* Proven experience as an architect.
* Knowledge of Revit, Rhinoceros and Autocad.
* Good level of English (TOEFL, Cambridge Advanced or Certification of high written and spoken level).

All candidates meeting these entry requirements and who are interested in the *Architect-US* Professional Career Training Program must register free on *Architect-US* website **www.architect-us.com**. Once candidates receive the welcome email to the Program, they must send an email to **training@architect-us.com** with the following documents, which will be examined and assessed by the Technical Selection Committee of *Architect-US*:

* Registration Form (sent by Architect-US).
* Copy of the Passport
* Cover letter including previous academic and work experience describing in detail any knowledge and skills which will be utilized in the internship/training program.
* Résumé listing your academic background, professional experience, computer skills. **Please be sure to state years of experience before and after college.**
* Academic transcript or duly certified photocopy in English and original language, issued by the university where the studies have been completed.
* Original Certificate/Diploma or duly certified photocopy proving that the candidate holds a college degree, Architecture or Engineering degree or proof of application for the issue of said degree.
NOTE: The Certificate of Academic Experience (sent by Architect-US) to be filled in by the relevant University, may be submitted along with a duly certified photocopy of original language Diploma, instead of a certified copy in both languages of the certification of the diploma and academic transcript.
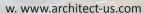* Academic and Professional Experience Portfolio (including Final Graduation Project) in English.
* Certificate of Professional Experience (attached) To be completed and signed by applicant's claimed work experience supervisor.
* Certification of the level of English. TOEFL (minimum score: 95 Internet based, 240 computer based or 587 paper based); University of Cambridge: Certificate in Advanced English (grade A or B) or Proficiency; IELTS (minimum grade: 7). The candidate may provide other certificates in support of a high level of English, such as academic courses abroad or long stays with English-speaking families. An interview in English will be conducted to those without evdences or certificates through the phone or skype.
* Two original reference letters in English (or duly certified photocopy) from college professors or other relevant persons who have had a professional or academic relationship with the applicant. **NOTE**: The Certificate of Professional Experience (sent by Architect-US) to be completed and signed by applicant's claimed work experience supervisor, can substitute the two reference letters.

- **Phase 1**_*PRE-SELECTION*

The Program shall carry out a thorough pre-selection process among all candidates registered with the Program so as to choose the most outstanding and capable young professionals who best suit the needs, openings and demands of the American host companies within the Program. Likewise, a personal interview will be conducted (and recorded) through Skype in order to assess the abilities of each candidate to express ideas, build critical arguments and communicate in English, as well as his or her maturity, training, motivation and initiative.

Architect-US Professional Career Training Program reserves the evaluation and admission right of the candidates registered with the Program based on the credentials provided.

Candidates must sign a data transfer authorization document in favor of Architect-US (Addendum III), as well as an **affidavit** in which it is stated that all data, documents and credentials submitted with the application of the participation in the Architect-US Professional Career Training Program are true and accurate (Addendum IV). If the exchange visitor is found to have distorted or falsified any information or document submitted, his or her application and internship/training program will be immediately cancelled and **without any entitlement to a refund**.

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Architect-US
Professional Career Training Program

- **Phase 2**_*LEVEL TEST (Suspended until further notice)*

For the purpose of guaranteeing the quality of the candidate pool of the Program, those candidates pre-selected during Phase 1 must sit a level test in order to assess their graphic, technical, artistic and language skills. The selection tests will be carried out by video conference and will be developed in collaboration with the Superior Technical School of Architecture of Madrid and the Polytechnic University of Madrid, which are part of the *Architect-US* Professional Career Training Program.

The price of the level test is €160, non refundable, as a registration and processing fee. Once the conditions of the level test, which will be sent by email together with the online invoice, have been accepted, payment must be made through the payment platform www.connect.intuit.com or by means of bank transfer to:

CUENTA BANCO SANTANDER: 0049 0356 51 2590245976
HOLDER: Patricia Garcia Chimeno, Director of *Architect-US* Professional Career Training Program.
In narrative field enter: Level Test and the name and surnames of the participant.

If the transfer is made from abroad, the following data will be necessary:
Código Swift: BSCH ES MM
Código IBAN: ES37 0049 0356 51 2590245976

The results of the level test of each candidate will place him or her in a certain position in relation to the rest of applicants (*Architect-US* ranking) which will determine the host companies he or she may be eligible for. The Program rewards the excellence and uniqueness of candidates, so:

> * those candidates who do not pass the level tests with a grade higher than five (5) will not enter the Program or the *Architect-US* candidate's pool;
> * the Program does not guarantee internship or training positions to those candidates passing the tests with a grade between five (5) and seven (7), and they will be placed in the lower section of the ranking; therefore, their applications may be rejected based on the demand of their call.
> * candidates passing the level tests with a grade over seven (7) may participate in at least three (3) selection processes during Phase 3.

- **Phase 3**_*SELECTION*

During the selection phase, the host companies participating in the Program receive the dossier corresponding to 3-5 candidates including the credentials submitted in Phase 1, as well as the results of the level tests conducted during Phase 2. The results of the level tests are therefore used as a qualitative comparative element among candidates which is key for the final selection of the host companies.

The host company will have the final say in the selection of the candidate for the internship or training program and may request an interview with the candidate at any time by means of conference call. T**he number of openings and deadlines for the calls and selection processes of Phase 3 will depend entirely on the demand of host companies for the Program and is therefore outside the control of Architect-US Professional Career Training Program.**

Candidates must pay a fee of $350 in order to begin the application process for the initiation service and management of their dossier and candidacy for the completion of an internship or training program in the USA, that will take place in one of the Program host companies participants. Said fee will be discounted from the total price of the program once candidate is selected by a host company. P**ayment must be made by the same method indicated for Phase 2 including the following narrative: Initiation and Candidacy Management Fee together with the name and surnames of the participant. A candidate will lose the right of remaining selection processes if cancels an already accepted offer.**

Candidates will be notified of the name and address of the host company which will receive their dossiers, as well as the final decision made. Unsuccessful candidates during the first Phase 3 selection process will remain included in *Architect-US* candidate's pool of for at least one (1) year, participating in a minimum of two subsequent selection processes.

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Architect-US
Professional Career Training Program

WHAT IS THE TIMELINE

Visa Application Process and Required Documentation

The *Architect-US* Professional Career Training Program, monitored by the U.S. Government J-1 Exchange Visitor Program, processes the J-1 Visa in collaboration with ASSE International, authorized sponsor by the US Department of State.

ASSE International as official sponsor of *Architect-US* Program will review each of the applications ubmitted and it reserves the right to assess and admit applications based on the accuracy of the data provided, the internship/training proposal of the host company (DS-7002) and the regulations of the U.S. Government J-1 Exchange Visitor Program as required by the U.S. Department of State.

The company must complete the DS-7002 Internship/Training Placement Plan which must include all information on the program to be developed by the intern/trainee. *Architect-US* Professional Career Training Program will assist the host company throughout this process.

The primary purpose of the DS-7002 is to demonstrate that the intern/trainee will be under continuous supervision throughout the course of his or her training, and will progress through various stages of development that are not duplicative of prior work experience. Additionally, the DS-7002 serves as an agreement between the host organization and the intern about the kind of tasks and objectives that will be completed during the program. Finally, the DS-7002 also demonstrates the correlation between the training and the participant's background.

The approximate time to process an application varies from 4 to 6 weeks following the standard process and 3-5 days following the express process (provided the documents of both candidate and host company are duly completed and a host company Site Visit is not required) with and additional cost of $770. (See fees at the end of the dossier).

In order to avoid irregularities, the US Department of State requires that the official sponsor of the Program conducts an in-person visit to host companies which do not comply with the following requirements in order to verify their suitability:

* the company has not hosted any exchange visitor (intern or trainee) with ASSE International in the last three (3) years;
* the host company has fewer than 25 employees; or
* the host company has fewer than 3 million dollars in revenue.

This step requires an additional period of several weeks so that visits to the companies may be conducted. Similarly, the Site Visit incurs an additional charge of $220 which will be added to the overall price of the Program when established by ASSE International, in accordance with the aforementioned provisions.

Once the application has been accepted, *Architect-US* will send the candidates the DS-2019 Certificate of Eligibility for Exchange Visitor Status along with all necessary information to request an appointment with the Embassy of the United States. The DS-2019 is an official document issued by ASSE International which certifies that the applicant meets all requirements established by the US Department of State in order to obtain the J-1 Visa, necessary to work or complete an internship program in the United States.

STEP 1	STEP 2	STEP 3	STEP 4
Registration	**Selection Process**	**Training Placement Plan**	**Visa Insurance**
* Online Registration * Submission of Documents * *Architect-US* admission	* Level Test * *Architect-US* ranking * Submission of Dossiers * Selection of the candidate by host company	* Completion of the DS-7002 Training Placement Plan * Review of Application (ASSE) * Completion of the DS-2019 Certificate of Eligibility for Exchange Visitor Status	* Interview at the US Embassy * Issue of the J-1 Visa * Purchase of tickets * Start of the American Dream!

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Architect-US
Professional Career Training Program

HOW MUCH IT COST

Program fees in force until May 31st 2016

Architect-US, unlike other organizations, has personnel specializing in internship and training programs within the field of Architecture, Engineering and Design, so they are able to guide you in all necessary aspects so that your application is successful, while also counseling on other aspects of the profession such as an application for entering an American university, getting licensed in the USA, membership within the American Institute of Architects, etc.

INTERNSHIP AND PROFESSIONAL CAREER TRAINING USA J-1 PROGRAMS

Architect-US offers the most competitive prices within the market while providing participants with a first-class service in the search of their internship or training opportunity in the US. Architect-US Program guarantees a unique professional experience in its two modalities: *USA J-1 Internship Program* (interns) and *USA J-1 Professional Career Training Program* (trainees).

ARCHITECT-US INTERNSHIP USA PROGRAM FEES	
	Years of Experience: INTERN
Program Length	0-1 exp
3 months	$ 1.710
6 months	$ 2.130
12 months	$ 2.940

ARCHITECT-US PROFESSIONAL CAREER TRAINING USA PROGRAM FEES						
	Years of Experience: TRAINEE					
Program Length	1-2 exp	3-4 exp	5-6 exp	7-8 exp	9-10 exp	> 10 exp*
3 months	$ 2.032	$ 2.151	$ 2.271	$ 2.390	$ 2.749	$ 2.988
6 months	$ 2.635	$ 2.790	$ 2.945	$ 3.100	$ 3.565	$ 3.875
12 months	$ 3.471	$ 3.676	$ 3.880	$ 4.084	$ 4.697	$ 5.105
18 months	$ 4.415	$ 4.675	$ 4.934	$ 5.194	$ 5.973	$ 6.493

Both Programs' fees **DO** cover the following:

* Search of a compensated Internship/Training position
* Expert advice on licensure requirements process (AIA, IDP, ARE's)
* J-1 Visa sponsorship application processing
* Issuance and shipping of DS-2019 Form and acceptance packet
* Accident & Sickness Insurance for entire program with Global Benefits Group
* Mandatory $180 SEVIS fee
* Informative dossier: bank account opening, housing, social security number, taxes,...
* 24-hour emergency support for duration of program

Both Programs' fees **DO NOT** cover the following:

* Embassy/Consulate $160 Application Fee
* Host Company $220 Site Visit Fee (when required by ASSE International)
* DS-2019 $770 Expedite Issuance Service (when required by participant or host company)
* Airfare tickets
* Cost of living

All prices will be converted in euros (€) at the time of payment as per the exchange value of the transaction day.

Architect-US closely monitors the quality of the internship and training programs, establishing minimum wages according to academic training and years of experience of the candidate. *Architect-US* will only offer internship/training positions regulated on the DS-7002, with a compensation wage that comply with the following illustrative minimum wage per candidate's years of experience table:

ILLUSTRATIVE STIPEND CHART PER YEARS OF EXPERIENCE								
	Years of experience							
	student	< 1 year	1-2 years	3-4 years	5-6 years	7-8 years	9-10 years	> 10 years
Minimum stipend	$18.000	$23.800	$31.000	$43.000	$52.000	$59.000	$67.000	$77.000

NOTE: These figures are indicative and may vary in function of the company (size, activity, location ...) and the negotiation during the interview with the candidate.

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Architect-US
Professional Career Training Program

FIND YOUR INTERNSHIP / TRAINING USA J-1 PROGRAM

Have you already found your internship in the US and the only thing you need is sponsorship and visa arrangements? Contact us and we will process your professional internship/training application to obtain the J-1 visa. Your American dream will start in just a few weeks!

architect-US

Career
Training
USA

J-1 VISA ARRANGEMENTS INTERNSHIP PROGRAM	
Program Length	INTERN
3 months	$ 1.140
6 months	$ 1.420
12 months	$ 1.960

J-1 VISA ARRANGEMENTS TRAINING PROGRAM	
Program Length	TRAINEE
3 months	$ 1.195
6 months	$ 1.550
12 months	$ 2.042
18 months	$ 2.597

Both Programs' fees **DO** cover the following:

* J-1 Visa sponsorship application processing
* Issuance and shipping of DS-2019 Form and acceptance packet
* Accident & Sickness Insurance for entire program with Global Benefits Group
* Mandatory $180 SEVIS fee
* Informative dossier: bank account opening, housing, social security number, taxes,...
* 24-hour emergency support for duration of program
* English interview

Both Programs' fees **DO NOT** cover the following:

* Embassy/Consulate $160 Application Fee
* Host Company $220 Site Visit Fee (when required by ASSE International)
* DS-2019 $770 Expedite Issuance Service (when required by participant or host company)
* Airfare tickets
* Cost of living

All prices will be converted in euros (€) at the time of payment as per the exchange value of the transaction day.

ADDITIONAL PROGRAM-RELATED FEES

No compulsory; only according to customer requirements. Applied to all Architect-US Programs.

* Site Visit when required by ASSE International: $220
* Servicio Express when required by participant or host company: $770
* DS-2019 Re-Print + FeDex shipment: $100
* Additional Insurance during grace period (30 days maximum): $140
* J-2 Dependnt Visa Arrangements (spouse or child): $440
* J-2 Dependnt Insurance: $80/mes.
* No SEVIS Fee for Dependents (spouse or child)
* Visa Extension Fees:

3-6 meses	$1110
6- 12 meses	$1370
12-18 meses	$1860

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Architect-US
Professional Career Training Program

CANCELLATION POLICY AND PAYMENT METHODS
Payments, terms and refunds in force until May 31st 2016 due to cancellation

These are the payments to be made and our cancellation policy as per the Program and the phase of the application.

INTERNSHIP AND PROFESSIONAL CAREER TRAINING USA J-1 PROGRAMS

1. REGISTRATION
Registration in the Program is free and it is opened to all students and professionals within the field of Architecture, Engineering and Design who meet all participation requirements explained in Phase 0.

2. INITIATION AND MANAGEMENT OF THE CANDIDACY
Candidates must pay a fee of $350 in order to initiate the processing of their application, initiation and management fees of their dossiers and candidacy for the completion of an internship/training program in the USA within one of the companies participating in the Program. This amount will be discounted from the total program fee of those candidates selected by a host company.

3. REVIEW AND MANAGEMENT OF THE APPLICATION
The candidate selected by a host company must pay the remaining amount of the total price of the Program (overall amount less $350 corresponding to initiation and management fees for the candidacy) so as to start the application review process (ASSE International) and subsequent issue of the DS-2019.

The issue of candidate's DS-2019 Certificate of Eligibility for Exchange Visitor Status will not be completed until *Architect-US* receives the proof of payment in full of the Program fee.

4. CANCELATION
Participants may cancel their applications, subject to the following cancellation policy:

1. *Architect-US* will refund the full Program fee less $750 as management fees in the following cases:
    - If the program is cancelled before ASSE International approves the application.
    - If ASSE International does not approve the application.
    - If the program is cancelled after ASSE International has approved the application but prior the DS-2019 is issued

2. *Architect-US* will refund the full Program fee less $1,100 as management fees if the program is cancelled before the DS-2019 is issued and prior to the scheduled internship/training commencement date.

3. There is no refund of the Program Fee for cancellations subsequent to the scheduled training commencement date.

4. The amount of $770 corresponding to the Express Service will not be refunded in any case, regardless of the time when the cancellation of the program takes place (whether before or after the approval of the program or the issue of the DS-20019).

5. *Architect-US* will refund the full Program fee less $600 corresponding to management fees if the J-1 Visa is denied. Prior to the refund, the candidate must provide documented evidence of visa denial by means of copy of the letter from the Embassy or the passport where the denial of the visa is stated.

6. The amount of $220 corresponding to Site Visit will not be refunded under any circumstances.

7. If participants come back to their countries before the completion of the program, they will need to cover all expenses resulting from that decision (new plane tickets, transfers, associated accommodation expenses, etc.). Participants must leave the United States before the tenth day (10th) from the end of their programs.

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Architect-US
Professional Career Training Program

FIND YOUR INTERNSHIP / TRAINING USA J-1 PROGRAM

Participants who have found professional training/internship in a host company must pay the total amount of the program so as to commence the review process of their applications (ASSE International) and subsequent issue of the DS-2019.

La expedición del DS-2019 Certificate of Eligibility for Exchange Visitor Status del candidato, no será realizado hasta que *Architect-US* no reciba justificante del pago del Programa a participar en su totalidad.

Participants may cancel their applications, subject to the following cancellation policy:

1. *Architect-US* will refund the full Program fee less $450 as management fees in the following cases:
    - If the program is cancelled before ASSE International approves the application.
    - If ASSE International does not approve the application.
    - If the program is cancelled after ASSE International has approved the application but prior the DS-2019 is issued.

2. *Architect-US* will refund the full Program fee less $700 as management fees if the program is cancelled before the DS-2019 is issued and prior to the scheduled internship/training commencement date.

3. There is no refund of the Program Fee for cancellations subsequent to the scheduled training commencement date.

4. The amount of $770 corresponding to the Express Service will not be refunded in any case, regardless of the time when the cancellation of the program takes place (whether before or after the approval of the program or the issue of the DS-20019).

5. *Architect-US* will refund the full Program fee less $375 corresponding to management fees if the J-1 Visa is denied. Prior to the refund, the candidate must provide documented evidence of visa denial by means of copy of the letter from the Embassy or the passport where the denial of the visa is stated.

6. The amount of $220 corresponding to Site Visit will not be refunded under any circumstances.

7. If participants come back to their countries before the completion of the program, they will need to cover all expenses resulting from that decision (new plane tickets, transfers, associated accommodation expenses, etc.). Participants must leave the United States before the tenth day (10th) from the end of their programs.

RULES AND OBLIGATIONS PARTICIPANTS MUST COMPLIED WITH
Applicable to all Architect-US three programs

All *Architect-US* participants in the Program, whichever the category, must abide and comply with the following rules:

1. Participant must submit to *Architect-US* the flight confirmation. Participants may not arrive in the USA more than fourteen (14) days prior to the scheduled internship/training commencement date.

2. Participants must activate their Program by notifying their arrival to the USA to ASSE International, as well as by providing their address in the US before ten (10) days after their arrival or else their program in SEVIS will be cancelled without any right to get a refund.

3. The participant must be registered with the Social Security system by downloading the application at www.ssa.gov and personally submitting the following documentation in the offices of the Social Security.

    - Original DS-2019
    - Passport with J-1 visa and copy of I-94 that can be obtained at www.cbp.gov/I94
    - Letter of ASSE International

4. The participant must notify ASSE International any change of residence through the link to his or her database which will be provided at the beginning of the Program within a maximum term of (10) days from the change of residency. The program will be cancelled if the participant fails to do so; in such case all refund rights will be lost.

w. www.architect-us.com
e. training@architect-us.com
t. +1-347-708-1790 / +34-620-246-333 / +34-630-431-842

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5. Participants must, every thirty (30) days from the beginning of their professional training/internship, complete the "Monthly Check-in" at the ASSE International database, as well as a post twice a month at the *Architect-US* blog *www.blog.architect-us.com*, sharing their experience with the Program and their new life in the US, including at least the participation in one cultural activity together with pictures. The Program will be cancelled if the participant fails to do "Monthly Check-in"; in such case all refund rights will be lost.

6. The participant may not change the host company without the approval of ASSE International (very exceptional cases); it is absolutely forbidden to work for another company or for a second employer without approval. The program will be cancelled if the participant breaches this rule; in such case all refund rights will be lost. The change of company bears an additional cost (See associated costs for all *Architect-US* programs).

7. Participants must notify ASSE International any intention to travel outside the USA during their programs and send the following documents fifteen (15) days before the commencement of the trip so as to make sure that the DS-2019 is received on time:

- Original DS-2019
- Travel Authorization Letter signed by the participant's supervisor (request to *Architect-US*)
- Payment of the refund of the DS-2019 signed through the following link:
  http://www.asseweb.com/AuthorizeNet/index.cfm?C=2

The validation of the trip by ASSE International authorizes the participant to travel outside the USA during the following 12 months and for a maximum period of two (2) weeks. Documents must be sent to:

Antonina Sevcenco
ASPIRE Worldwide
228 North Coast Highway
Laguna Beach, CA 92651

8. If the participant is dismissed by the host company, ASSE International will study the circumstances leading to such dismissal, deciding whether the participant may or may not resume the program in another company. If so, the participant must find another host company within a maximum period of thirty (30) days. Otherwise, the participant must return to his or her country immediately; in this case, all refund rights will be lost.

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