

## Addendum Internships in the USA 2015/2016

### Program Length

2 to 12 months

### Internship Placements

Generally: Unpaid internships with a minimum of 32 hours/per week. Internships of 4 months and longer might include a small stipend to cover expenses such as monthly pass, meals, living expenses in form of vouchers, tickets or money but such stipends are not guaranteed and depend on prior work experience and language skills. (Hospitality Placements are usually paid internships. Hourly wage is part of the position description.)

### Requirements

- Between 18 and 30 years old
- Current fulltime university student with at least 2 semesters of studies in the requested field of internship or recent graduate  
OR degree + 1 year full-time work experience in the requested field of internship
- Internship must relate to field of study
- Advanced English language skills
- Prior work experience in your internship field would be a plus
- Demonstrate the necessary maturity and competency to work successfully at an international company
- Strong academic record

### Visa

Participant is required to apply for and obtain a J1 Visa for the Program. Intrax USA will be the sponsor organization for the J1 Visa for the Program and will issue the visa document DS-2019. Participant is solely responsible for application and compliance with all visa and entry requirements when applying for a J1 Visa.

### Required Documents

- Online Application (MyIntraxPortal)
- Formatted and edited resume/CV (Additional video for hospitality internships)
- Copy of your passport (page with personal data and picture; valid for 6 months after program ends.)
- Online English test Level 2 on [www.testpodium.com](http://www.testpodium.com) (does not apply for English native speakers)
- Health form
- University proof of enrollment (informal translation into English)
- Intrax Terms & Conditions: “IGI Combined Terms and Conditions“ and “J1 Terms and Conditions Addendum”
- After Placement: Financial Statement to prove financial resources of at least \$1.000 per month.

### Insurance

Medical insurance fulfilling the J1 Visa requirements is included in the program fees. The insurance covers the program duration (optional insurance during grace period after internship/training).

### Contact:

For Applicants living in France, Belgium, Luxembourg: +33 - 9 - 70 46 52 32 | [info@intrax.fr](mailto:info@intrax.fr)

For Applicants living in Spain, Italy, Portugal: +34 - 911 89 81 90 | [spain@intraxeurope.com](mailto:spain@intraxeurope.com)

For Applicants living in Germany, Austria, Switzerland: +49 - 30 - 84 39 39 94 | [jobspraktika@intrax.de](mailto:jobspraktika@intrax.de)

For all other Applicants: +49 30 7024 8933 | [emea@globalinternships.com](mailto:emea@globalinternships.com)

European Headquarters: Ayusa-Intrax GmbH, Giesebrechtstr. 10, 10629 Berlin, Germany

[www.intraxeurope.com](http://www.intraxeurope.com) | [www.intrax.de](http://www.intrax.de) | [www.intrax.fr](http://www.intrax.fr)

Registration Number: HRB 65238 | District Court Berlin-Charlottenburg VAT ID: DE 189128751

Managing Directors: Julia Birnstein, Martin Vogt