



USA Traineeship Program

Major Fields

- + Hospitality & Tourism Management
- + Business Administration / Marketing-Finance

Trainee Durations

Trainee programs are available for 6,9 and 12 months.

Monthly Stipend

The trainee income ranges from \$1100.00 - \$2000.00 USD per month, depending on the company's hourly wage policy. Generally, weekly hours are approximately 40 hours per week; however, if the trainee is asked to perform more than 40 hours per week, overtime payment will be provided.

Visa Process

Interns/Trainees participate in this program with the J-1 visa and regulations of USIA. Necessary assistance to obtain the J-1 (applying and obtaining the DS-2019 Form) will be provided by USEH. To validate the J-1 visa, each applicant must apply to the U.S. Consulate/Embassy individually. The ultimate decision to validate J-1 visa belongs to the U.S. Consulate/Embassy.

Health Insurance

Health insurance for the trainee is provided as part of the program and as a U.S. Government regulation for the trainee duration.

Housing

Usually the host company provides housing options at the trainee's expense. If the host company does not provide assistance for housing, USEH will provide the necessary assistance in finding temporary or permanent housing at the trainee's expense.

Professional Development (Training)

Interns/trainees usually receive professional training seminars conducted by their host companies. The trainees are provided with a certificate at the end of the seminars, depending on the regular attendance and success.

Orientation

Prior to leaving for the USA, each participant is obligated to attend a mandatory orientation seminar provided by USEH consultants. Several subjects are covered during the orientation, but the main topics are:

- + General information about the U.S., such as living conditions, life styles, cultural similarities & differences.
- + General information about the host company and region or city
- + Performance and behavior expectations of the host company
- + Responsibilities as an trainee

Travel Arrangements

Interns/trainees are responsible for their own airfare; however, USEH consultants determine the departure date. USEH can provide assistance in obtaining discounted airfares.

Ongoing Consultancy

USEH provides a continued advisory for the interns/trainees and the host companies along with its partner organizations as well. The ongoing trainee program will be evaluated periodically, and each trainee and host company will be asked to provide an evaluation.

Program Fees

6 month Program Fee → \$2,500 USD

9 month Program Fee → \$2,650 USD

12 month Program Fee → \$2,950 USD

Includes all services listed above

New Application Requirements

- + Between ages of 21-34 with Advance level of English
- + Bs or BA Degree in the area of traineeship plus minimum of 1 year industrial experience
- + As or AA Degree in the area of traineeship plus minimum plus 3 years of industrial experience
- + One year Diploma / Certificate in the area of traineeship plus minimum 4 years of industrial experience

Application Process

- + Upon deciding to apply for the program, the applicant should present his/her resume to USEH and/or fill out the online application form at the USEH website.
- + If the applicant is found to be eligible for our programs, s/he is invited for an interview with USEH Consultants.
- + Applicants who pass the interview and evaluation are then invited to complete an official application.
- + To complete the official application, the applicant must submit the required documents, including the application fee, which is nonrefundable.
- + The placement process will begin for the official applicants, which will take 6-10 weeks under normal conditions.
- + Once the participant is secured a position, the offer letter, including the conditions such as hours per week, stipend, training plan, housing, etc., will be provided to the participant for review and signature.
- + In addition to the placement agreement (between the trainee and the host company), the trainee will be asked to sign an agreement with USEH. This agreement will outline the responsibilities and duties of both parties, the trainee & USEH. USEH will not take further responsibility for any intern who violates the agreement conditions during the program