

INTERN IN COSTA RICA

"Living in a foreign country, meeting new people, interning and exploring all of what the city has to offer from food, culture and history has been a breath-taking journey. I came to this country with an open heart and open mind which is now filled with unforgettable experiences and memories I will cherish forever." - Malak A.



- **Who:** Student or recent graduate with experience or education in their desired field and intermediate level of Spanish.
- **When:** Start the first Monday of any month for 1-3 months.
- **Where:** Mostly in San Jose and limited positions in Manuel Antonio
- **What:** Intern with a local company, NGO, or non-profit organization to gain international experience in your field.
- **How:** First submit your Intern Application, interview, then submit payment for the program: \$2590/first month; \$205/

"What's on tap? The question is what isn't? Active travelers can surf, hike, snorkel and spot wildlife for starters. The incredibly varied topography means you can cruise the cloud forest one day, visit an active volcano the next, and finish relaxing on a hot sandy beach. Adrenaline junkies have a myriad ways to make mothers worry – among them zipping through canopy lines hundreds of meters long and riding the rough surf of the Pacific. Choice and variety name the game." -Lonely Planet

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PERKS

Guaranteed internship placement plus 20 hours of Spanish the first week.

Pre-arranged room with a host family with typical breakfast & dinner.

Airport pick-up and orientation.

International Medical Insurance

Pre-departure and local support from our team of coordinators.

Certificate of completion and reference letter for university credit or future employer.



Join Our Community to ask questions:



Read blogs from current participants or email us: info@culturalembrace.com

PROGRAM DETAILS & FAQs

Intern in Costa Rica Offers:

- Practical international work experience in your field of interest
- A reference from your employer upon completion of your term
- An opportunity to broaden your perspective and worldview
- An opportunity to participate in and learn local cultural activities (e.g.: sports, music, cooking)
- Memorable travel experiences with the chance to see exotic sites you have always dreamed about
- The ability to make lifelong friends from around the globe
- A valuable work experience that strengthens your resume, exhibiting your diligence, independence, and intercultural experiences
- A great way to develop and support your self-confidence and interpersonal skills
- Experience working in an emerging world economy
- Network with international professionals in your internship field



Cultural Embrace Includes:

- ✓ **Guaranteed Internship Offer *Prior* to Departure**
Cultural Embrace guarantees an internship offer that matches your requested preferences.
- ✓ **Housing**
Cultural Embrace includes a pre-arranged private bedroom with a carefully selected and pre-screened host family in San Jose or Manuel Antonio. Breakfast and dinner are cooked for you during the week. Laundry services are also included with your host family.
- ✓ **Arrival Assistance**
Airport pickup and transfer to your accommodation (in San Jose). Introductions to the host company.
- ✓ **International Traveler's Insurance: Basic Major Medical Coverage**
Our policy provides basic medical coverage. *Cultural Embrace* highly recommends additional travel insurance, which is available at extra cost.
- ✓ ***Cultural Embrace* "Culture Kit"**
Before your departure, we send you a packet filled with useful tips, advice, and information to

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PROGRAM DETAILS & FAQs CONTINUED

prepare you for the amazing adventure of living and working abroad.

✓ **First Week of Spanish Language Lessons**

20 hours of Spanish language lessons are included with your program. Improve and practice your Spanish in a small intimate group (max. 8) with a qualified local Spanish teacher. Groups are divided by skill level. In the event that no group can be formed while you are there, students will receive three hours of private tutoring per day. Additional Spanish may be taken before or during your internship. Contact your *Cultural Embrace Coordinator* to prepare accordingly.



✓ **Cultural Activities & Excursions**

Enjoy occasional social, cultural activities and excursions with locals and other interns. Some excursions may require additional transportation and entrance fees.

✓ **Visa Assistance**

All interns travel on a tourist visa to Costa Rica. Your coordinator will give you instructions and let you know the process for applying.

✓ **Full-time Representation**

Cultural Embrace provides representation in the United States and Costa Rica prior to, during, and after your placement.

Requirements:

In order to participate in this internship program, *Cultural Embrace* requires that you:

- Be 18-30 years of age
- Have experience or education in field of internship
- Intermediate level of Spanish (you can take intensive Spanish lessons upon arrival if you are currently a beginner)
- Enjoy providing a service and working with others in a challenging environment
- Be open to foreign cultures and living abroad
- Possess a high level of responsibility
- Be dedicated to the full term of commitment
- Provide us with a criminal background check

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2012 Program Fees:

1 month	\$2590
Additional week	\$205
20 hours of Spanish/week	\$400

**Please note prices are subject to change according to world currency exchange rates and prices are listed in US Dollars.*

How to Apply:

1. Obtain the **Intern Abroad Application Forms & Procedures** documents in one of two ways:
 - (a) Download the forms from our website at www.culturalembrace.com
 - (b) Call **Cultural Embrace** at 1-512-469-9089 or Skype: Cultural.Embrace to have the forms mailed to you within 3-4 days.
2. Read the instructions carefully and *complete all forms*.
3. Submit your completed application packet to:

Cultural Embrace
7201 Bill Hughes Road
Austin, TX 78745 USA



Completed packets should include the following:

- Intern Program Application
- Signed Intern Agreement
- Copy of your passport
- University/College transcript
- Copies of diploma or certificates related to field of interest (if applicable)
- Resume/CV in English (bonus points for having one in Spanish as well!)
- Cover Letter explaining why you want to intern in Costa Rica
- Two References: preferably professional and/or character references
- Doctor's note verifying that you are in excellent mental and physical health
- Copy of Police Clearance (obtainable from your community's local police station)
- Two 1½" x 2" official passport-size photos, with your name printed on each photo
- One smiling full-length photo of yourself (for local coordinator to identify you)
- US\$250 non-refundable deposit (credited towards your program fee)

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Upon receipt of your application, a *Cultural Embrace* coordinator will contact you for a 20-30 minute phone interview. Once we accept you in to our program, you will receive an invoice for the remainder of your program fee. In order for us to contact our local partners to start your placement process, we require at least 50% of your program costs.

We recommend submitting your application and program fee at least 4 months prior to your desired start date in order for us to organize and arrange your internship.



**Cultural Embrace* requires an expedited application fee for those applying 16 weeks or less before the desired date of departure. Applications received 12-16 weeks prior to desired departure date will be charged \$150. Applications received fewer than 12 weeks before the desired departure date will be charged \$250. *Cultural Embrace* cannot place participants with fewer than 6 weeks notice in the Internship in Costa Rica program.

Frequently Asked Questions:

1) *Why should I pay to intern abroad, and where does my money go to Cultural Embrace?*

Cultural Embrace and our local partners in Costa Rica specialize in arranging a guaranteed internship placement, housing and insurance prior to your departure. This will alleviate the troubles and stress of getting everything organized in a new country, so you will have more time and energy to spend on your internship and living abroad. Your time abroad will still be an independent and memorable one, but we are here to guide you to a safe, healthy and comfortable experience before, during, and after your adventure.

You will be assigned an experienced Program Coordinator from our Austin, Texas office. He/She will provide personalized attention to help pre-arrange your internship placement, housing and travel needs. Our Program Coordinator will work with our in-country representative to match your requests and background skills with the availability and needs of the local employer. Once you go abroad, you will be assisted by our in-country representative, and will typically have a direct supervisor for your internship, as well.



Your program fee includes your customized internship placement, housing, basic international traveler's insurance, and all of the administrative and logistical costs to set up your placement in the States and Costa Rica. *Cultural Embrace* also pro-rates the expenses for marketing, advertising, and site visits/communication among all of our programs within our fees.

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PROGRAM DETAILS & FAQs CONTINUED

2) *Can I get paid with my internship?*

Due to visa regulations, all positions are unpaid, however, some companies may offer a bonus, living allowance, or other type of perks for your efforts. This is to the discretion of the employer.

3) *What type of internship placements may be found?*

Cultural Embrace and our local partners work with a wide variety of companies and offers placements within the following fields: Sales, Marketing, Administration, Accounting, Tourism, PR/ Communications, Journalism, RTVF, Architecture, Art, Social Service, Health, Fashion, I.T., Industry, Agriculture, Law/Politics, Advertising, Translation, and much more. Unfortunately, we do not know exact positions in advance since we search for each placement individually to meet your specific schedule and goals. The sky is the limit but it does require much patience when the search is taking place.

4) *What companies can I be placed with, and may I choose where I will be placed?*

We have ground representatives in San Jose, and they have built great relationships with a wide variety of businesses and organizations. This may include corporations, NGOs, and non-profits. Please keep in mind that large corporations are more bureaucratic and have limited positions for short-term placements. Placements with mid and small sized businesses, as well as non-profits or social businesses have been mutually beneficial for the employers and interns; providing interns more 'hands-on' experience and input. If you have a specific company you are interested in, we will try to organize a placement with them, but we are only able to make placements according to companies' availability and acceptance. The more flexible you are with the company and destination, the better it will be to find an internship that fits your field of interest.



5) *What is the application process like, and when will I have confirmation about my internship?*

After C.E. receives your completed application, you will be assigned a personal Program Coordinator who will work with you through your departure and beyond. He/She will conduct ~30 phone/web interview (or in person, if applicable) to discuss your background, goals, and expectations of an internship. Then, you will receive an invoice for the remainder of the program, and once we receive at least half of this fee, we will send your resume/CV to Costa Rica to find available internships within your industry-interest companies in Costa Rica. Some companies may want to conduct a phone interview with you, which your Program Coordinator will prepare you accordingly. Most placements are confirmed prior to departure with both interns and employers agreeing on the terms, duties, responsibilities, and schedule. There are rare circumstances that em-

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employers may want to meet the intern in-country before confirming their placement.

6) *Where can I live?*

Cultural Embrace will pre-arrange your accommodations prior to your arrival in Costa Rica. Our program fees include private bedroom with a carefully selected and prescreened host family in San Jose. Breakfasts and dinners are included daily; and laundry service weekly or bi-monthly.

7) *How long can I intern in Costa Rica?*

The minimum is one month and maximum is 3 months due to visa regulations and host company/organization preferences. Please note that most employers prefer to train and retain their interns for a longer period of time versus shorter.

8) *What type of visa assistance does Cultural Embrace provide?*

Most European countries, the USA, Canada, & Japan receive a tourist visa for 90 days. If you want to stay longer you will need to get a delinquency certification (from your home country) indicating that you have a clean police record. This certification must be certified by the consulate of CR in your home country which costs about US\$40.

Once you are in Costa Rica you can apply for a longer term visa. Visa fee will be ~US\$300 including a lawyer fee.

Another option that many foreigners opt for is to leave the country (to usually Panama or Nicaragua) and return to get another tourist visa stamp in their passport. Please note that any visa fees and applications are the responsibility of the applicant. And, while we can assist you during the process, ultimately it is your responsibility to ensure that you have obtained the appropriate visa for your experience. Cultural Embrace has no control over the visa process and cannot guarantee that your visa application will be accepted.



9) *What are the language requirements?*

Intermediate Spanish is preferred by all host companies. Many interns choose to arrive a month in advance to take intense Spanish lessons so they will be ready for their internship. *Cultural Embrace* includes 20 hours of group lessons for your first week on the internship program, and more hours and weeks may be added for US\$400 per week.

10) *What are the working conditions?*

Your work schedule will be assigned by your employer, but you will typically work 30-35 hours a week. Each employer has its own working and schedule arrangement that you should be willing to accept. Of course you are encouraged to travel, but please consult with your employer to see if you can organize a schedule that will be effective for all parties involved.

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11) *What should I wear or bring to Costa Rica?*

This depends on your field of interest and job. We recommend that you dress with a 'smart casual' attitude. However, we will provide you with more details in your Cultural Embrace pre-departure kit about your job and packing list.

12) *Can I intern and/or live with a friend or partner?*

Yes, you can enroll in this program with other people, however, please note that positions may be limited within a company. If we cannot find you an internship together with the same employer, we will try our best to organize your placements in the same area. We can arrange your accommodations together in a double occupancy, or organize single rooms in the same area. Additionally, we encourage you to travel and explore your world with others. This enhances your experience and memories, and you can be rewarded for referring others to travel on a CE program.

13) *How long will it take to make my placement?*

We ask applicants to apply at least 16 weeks in advanced of your desired start date. The placement may take less time than this, but we want to ensure that we have enough time to find a great placement for you! There are additional administrative fees if you apply less than 12 weeks in advance, and we do not contact our local partners until we receive at least 50% of the program fee payment. It is never too early to apply!

14) *When should I buy my plane ticket and does Cultural Embrace provide any resources to help with plane tickets?*

Plane tickets should not be purchased until after your placement has been confirmed. Cultural Embrace works with consolidators and discount travel agencies that can help find cheaper tickets than those that are available to the general public.

15) *What do I do if I have a problem or complaint within my work placement?*

You must speak to your employer or manager to give them an opportunity to explain or investigate the situation. If the complaint still exists, then please contact your bi-lingual local representative in Costa Rica, as well as let Cultural Embrace (Austin office) know so we can mediate on your behalf. Please note that you will be assigned a local representative that will provide you with placement report(s) and end of the program evaluation.

16) *Is there someone I may speak to about their experience on this program, and being abroad?*

Yes, we have a network of current and past travelers that are happy to communicate with you. Due to confidentiality, please contact our Austin office to receive a list of names and contact information of participants and alumni that have agreed to be contacted by others. Additionally, we encourage you to check out, use, and get involved with our social media community. These



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community sites will provide great insight of what you should expect on your adventure abroad. Plus, we provide additional discounts to our community members!

Facebook Page (<http://www.facebook.com/CulturalEmbraceTravel>)

Twitter (<http://twitter.com/culturalembrace>)

CE Blog (http://www.culturalembrace.com/log/cat_Intern_blogs.html)

Youtube (<http://www.youtube.com/user/CulturalEmbrace1>)

A Few Words. . .

At *Cultural Embrace*, we want to facilitate experiences that, first and foremost, help individuals have a safe and healthy time abroad while becoming better acquainted with both themselves and the richly textured cultures of the world around them. Our partnerships with companies, non-profits, and NGOs grant program participants the opportunity to explore Costa Rica first-hand while adding valuable content to their resumes. Interning in Costa Rica is, putting it shortly, a tremendously edifying experience that is sure to leave you with lasting memories and a renewed sense of purpose. So do yourself a favor: call *Cultural Embrace* straight away and let us start planning your once-in-a-lifetime international adventure!

For any questions, please do not hesitate to contact us at info@culturalembrace.com or by phone at 1-512-469-9089 or Skype: Cultural Embrace.

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