

## KUSCO WEST PROGRAM INTERN APPLICATION

Dear KUSCO WEST PROGRAM Applicant,

Welcome to the KUSCO WEST Program. KUSCO is a WEST program sponsor, authorized by the US Department of State. The following information will assist WEST program applicants in assisting in their application.

If you have been accepted by Republic of Korea, GISC (Global Internship Support Center) to participate in the WEST program, please follow the below instructions step by step.

- Download the KUSCO WEST program application form on KUSCO’s website ([www.kusco.org/west](http://www.kusco.org/west)).
- Complete the application and email to [west@kusco.org](mailto:west@kusco.org).
- Next print, sign and submit the application form in hard copy to your GISC representative along with additional supporting documents (refer below application checklist). GISC will forward your application material to KUSCO for final review and processing.
- KUSCO will confirm receipt of your application by email.
- If additional information or interview is required, you will be notified by your GISC representative.
- When your application has been accepted, you will be notified by your GISC representative.
- KUSCO will mail a packet of WEST program materials, including DS-2019 to GISC.

Applicant Information	
Surnames:	First and Middle Names:
Anticipated Date of Departure to U.S. (mm/dd/yyyy) must be no more than 30 days prior to your Language Program start date.	Anticipated Date of Return to Korea. (mm/dd/yyyy) must be no more than 18 months after your Language Program start date.

Application Checklist
<input type="checkbox"/> A completed and signed KUSCO WEST PROGRAM INTERN Application Form (Page 1 to 9)
<input type="checkbox"/> Copy of a valid passport page and name/issuance page
<input type="checkbox"/> A same set of documents you have submitted to GISC (School record, Transcripts in English, Proof of English proficiency test scores, and Recommendation letter)
<input type="checkbox"/> Resume in English
<input type="checkbox"/> If you have previously visited US as J-1, Copy of previous US visa and DS-2019

Biographical Information (As in Passport)		
Surnames	First and Middle Names	
Date of Birth (mm/dd/yyyy)	City of Birth	Country of Birth
Nationality	Country of Permanent Legal Residence	
Gender <input type="checkbox"/> Female <input type="checkbox"/> Male	Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married	Korean ID Number

Passport Number		Passport Expiration Date(mm/dd/yyyy)	
<b>Education Information</b>			
Name and Address of School			
Dates of Attendance From _____ To _____		Did you graduate? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, Please provide the date you graduated	
Major Field of Study.			
<b>Contact Information (KUSCO documents will be sent to this contact address.)</b>			
Primary Email Address		Alternative Email Address	
Home Telephone Number (country code/city code/number)		Mobile/Cell phone Number (country code/city code/number)	
Address (Include apart number, street, city, province, postal code, country) Street Address			
City/Province		Postal Code	Country
<b>Permanent Address</b>			
Address (Include apart number, street, city, province, postal code, country) Street Address			
City/Province		Postal Code	Country
<b>Emergency Contact (The emergency contact must be located outside the U.S.)</b>			
Last Name		First Name	
Relationship to Applicant		Email Address	
Home Telephone Number (country code/city code/number)		Mobile/Cell phone Number (country code/city code/number)	
Address (Include apart number, street, city, province, postal code, country) Street Address			
City/Province		Postal Code	Country
<b>J-1 Visa Information</b>			
Have you previously visited the United State on a J-1 visa? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, how many times? _____ If Yes, please provide a copy of previous visa and DS-2019 (or IAP-66) forms and answer the following:			
1) Type of Program: <input type="checkbox"/> Summer Work/Travel <input type="checkbox"/> Intern/Trainee <input type="checkbox"/> Other, specify _____		Period : From _____ To _____ J-1 Sponsor: _____ City/State: _____	
2) Type of Program: <input type="checkbox"/> Summer Work/Travel		Period : From _____ To _____	

<input type="checkbox"/> Intern/Trainee <input type="checkbox"/> Other, specify _____	J-1 Sponsor: _____ City/State: _____
<b>Other Visa Information</b>	
If you answered Yes to any of below questions, please submit explanatory documentation with this application.	
1. Have you ever been arrested and convicted of a crime in your home country? <input type="checkbox"/> No <input type="checkbox"/> Yes	
2. Have you ever been arrested and convicted of a crime in the U.S.? <input type="checkbox"/> No <input type="checkbox"/> Yes	
3. Have you ever been refused a visa by a U.S. Embassy or Consulate? <input type="checkbox"/> No <input type="checkbox"/> Yes	
<b>English Language (Please choose your preferred location of English Language Program)</b>	
<input type="checkbox"/> CUNY Program New York, NY	<input type="checkbox"/> ELS Program Santa Monica, CA
<input type="checkbox"/> ELS Program Philadelphia, PA	<input type="checkbox"/> ELS Program Boston, MA
<b>Internship</b>	
1. Please choose your preferred Length of Internship.	
<input type="checkbox"/> 6-8 Months <input type="checkbox"/> 9-10 Months <input type="checkbox"/> 11-12 Months	
2. Are you willing to consider an unpaid Internship? <input type="checkbox"/> Yes <input type="checkbox"/> No	
(These internships are often at the most prestigious and/or career-relevant organizations)	
<b>Additional Knowledge and Skills</b>	
Please list the knowledge and skills you have acquired that are particularly relevant to your goals in participating in the WEST program.	

**Applicant Background and Career Interests**

*Your statement will help us locate an internship that best matches your background and career interests.*

1. Any Work or Training Experiences.

2. Please describe your future professional goals and how this internship program will benefit you in terms of your own career development as an international cultural experience.

3. Please describe your anticipated activities during the internship.

### **INTERN Declaration**

The following section serves to outline the terms and conditions of the Applicant's participation on the KUSCO WEST Program (KWP). We require that you carefully read the following information, and confirm that you have read, understood, and agree to these terms by signing and dating the last page. If you fail to sign or date this section, we will be unable to process your application until you have done so.

#### **SECTION I – Applicant Responsibilities**

1. The Applicant agrees that all the information provided in the application is true to the best of his or her knowledge, and acknowledges that any false or misleading information may lead to the rejection of the application or, if discovered later, to immediate dismissal from the program.
2. The Applicant is responsible for considering his or her personal health and safety needs when applying for and participating in the program. If the Applicant suffers from any health or other condition that would create a risk for him or her while abroad, he or she should not apply.
3. The Applicant agrees to pay all fees in accordance with the procedures outlined by the Global Internship Support Center (GISC) of the Korean Government.
4. The Applicant is responsible for submitting all requested documentation to GISC in a timely fashion. KUSCO cannot be held responsible for any additional costs incurred (including the cost of rebooking a flight) by the Applicant due to delays in submitting documentation or delays by the U.S. Embassy in issuing a visa. Moreover, KUSCO advises the Applicant not to book a flight until she or he has secured the visa, since KUSCO cannot be held responsible for the costs of rebooking or cancelling a flight due to delays in processing or visa rejections.
5. The Applicant must pay the local visa fee to the U.S. Embassy. The Applicant is also responsible for any additional visa fees that might apply at the U.S. Embassy or Consulate in Korea, as well as the government SEVIS fee collected as part of the application.
6. The Applicant may be subject to screening by KUSCO and may need to complete an interview in order to participate in the program.
7. The Applicant must supply KUSCO with the name and contact details of next of kin to be contacted in the case of emergency.
8. If the Applicant has recently held a J-1 Exchange Visitor Visa for the U.S., he or she may be restricted in his or her ability to participate in the program.
9. KUSCO may issue a DS-2019 form if the Applicant meets all relevant program requirements. However, KUSCO has no control over the decision of the U.S. Embassy or Consulate in Korea to issue a J-1 Visa.

#### **SECTION II – General Program INTERN Responsibilities**

1. The INTERN is responsible for reading and carefully considering all materials made available to him or her that relate to safety, health, legal, environmental, political, cultural, and religious customs and conditions in the U.S. The INTERN must read and agree to all Department of State regulations regarding the Internship/Training programs as outlined in the Code of Federal Regulations governing the Exchange Visitor Program (CFR 62 part 22). The INTERN must take full responsibility in the event that laws, regulations, or customs are broken, regardless of his or her actual knowledge of these laws, regulations, or customs.
2. The INTERN is required to review all program materials, including pre-departure information, orientation materials.
3. The INTERN must exercise due care once in possession of the legal documentation (DS- 2019, DS-7002, J-1 Visa, etc.) for the program. The INTERN should be advised that these documents are difficult to replace and that she or he shall bear the cost of replacing these items if they are lost.
4. The INTERN is responsible for all of his or her acts along with any resulting loss or damage while on the program.
5. All travel before, during, and after the program is at the INTERN's own risk. Also, if the INTERN chooses to operate motorized vehicles, he or she is responsible for obtaining the necessary license, permission, and insurance, and does so at his or her own risk.
6. Once the INTERN has commenced his or her travel to the U.S., KUSCO cannot amend the program dates as listed on the DS-2019. It is the INTERN's responsibility to check the program start and end dates prior to traveling to the U.S. to ensure that the dates are correct.
7. If during the course of the program the INTERN encounters any difficulties with his or her language program or internship, or with safety, health, or housing, the INTERN should notify KUSCO as soon as possible by calling KUSCO at **703-942-5870**.
8. The INTERN is responsible for bringing enough money to the United States to cover the cost of his/her food, housing and other personal expenses. KUSCO suggests a minimum of \$1,000.00 for the first month for personal expenses not including housing. KUSCO further recommends that each INTERN suggests a minimum of \$1,000.00 per month for each month on program. KUSCO is not responsible for INTERN expenses. KUSCO cannot loan money to the INTERN.

9. The INTERN is required to comply with all U.S. Government visa and immigration requirements, including the SEVIS requirement as follows:

- a) Confirmation of U.S. home address to KUSCO within 10 days of the DS-2019 program start-date.
- b) Notification to KUSCO of any change in U.S. home address within 10 days of the change, including relocation for the internship portion of the program.

10. If the INTERN is dismissed from the KUSCO WEST PROGRAM for any reason, the INTERN will be out of status with J-1 visa and will no longer have medical insurance. Once the INTERN is out of status, the INTERN must leave the United States within fifteen (15) days at the INTERN's expenses and/or face further penalties.

11. The INTERN agrees that he or she will not engage in any activity that would bring the WEST Program or the U.S. Department of State into notoriety or disrepute. The INTERN should contact KUSCO for guidance if any proposed activity might cause this result.

12. The INTERN agrees to complete any and all evaluations administered by KUSCO during the program.

### **Section III – INTERN Responsibilities with Respect to His or Her Language Program**

1. KUSCO will provide the INTERN with up to 450 classroom hours (or equivalent to) at a language school and/or university, accredited by one of the accrediting agencies that the U.S. Department of Education determined to be reliable authorities as to the quality of education of training provided by the institutions they accredit. The duration of the language training can be reduced or INTERNS can be exempted from the language training program depending on the INTERNS' ability, at KUSCO's discretion. When the duration is reduced or INTERNS are exempted from the language training program, the program fee will be adjusted accordingly. The language training program will include coursework in business English which will include topics related to American business practices where the INTERN can gain familiarity with business procedures, corporate culture, and general office management. KUSCO will work with GISC to accommodate the INTERN's preferences with respect to language school location, but KUSCO cannot guarantee that it will be able to meet the INTERN's preferences for geographic location for his or her English language program.

2. The INTERN understands that he or she will be responsible for making any applicable payment of accommodation fees directly to the language school. Furthermore, INTERN acknowledges that he or she will be subject to the language school's standard terms and conditions with regard to accommodation and solely responsible for adhering thereto.

3. If INTERN is terminated from his or her language program for non-compliance with rules and guidelines of the school, he or she may also be terminated from the program.

### **SECTION IV – INTERN Responsibilities with Respect to His or Her Internship Placement**

1. KUSCO will make every effort to secure an internship placement that matches INTERN's academic background and professional interests. However, KUSCO cannot guarantee a placement with a specific company or in a specific department/area. Furthermore, KUSCO also cannot guarantee that INTERN's host organization will be located in the same area/region as his or her language school. KUSCO will make its best efforts to provide internship placements for all KUSCO INTERNS upon their successful completion of the language study portion of the program. KUSCO will make its best efforts to provide the INTERN with the interview opportunities with host organizations of reasonable quality during the language training program, and an internship upon the successful completion of the language study portion of the program. Although KUSCO will make its best efforts to provide internship of their desired duration for the INTERNS, the duration of internship may vary depending on host organization requirements and needs as well as the availability. When KUSCO will consider placing the INTERNS to an unpaid internship, KUSCO will inform the INTERN of the terms and conditions in advance and receive the prior written consent of the INTERN. In cases of an internship placement at a Korean-American institution, KUSCO will work closely with the INTERNS to ensure that the placement is an appropriate match and an environment that will provide adequate exposure to American business culture and opportunities to utilize the English Language. Prior to placing any INTERNS to a Korean-American business entity, KUSCO will make clear in their written communications with INTERNS about this fact and INTERNS will not be expected to accept an internship in a Korean business entity without their written consent.

2. Internship placement process may also include a telephone, in-person, or webcam interview between INTERN and prospective supervisor.

3. KUSCO cannot guarantee the availability of internship positions. Completion of Form DS-7002 by a host organization does not constitute a binding contract between host organization and INTERN. Should INTERN be let go from his or her internship position at no fault of his or her own, KUSCO will endeavor to secure a new internship position for the INTERN. However, KUSCO makes no guarantee that it will be able to do so and, furthermore, makes no representation that it will be able to find an internship in the same geographical area, in the same field, or at the same compensation level.

4. KUSCO is not responsible for any expenses incurred by the INTERN if he or she has not started training by the agreed date due to any circumstances not under the direct control of KUSCO.
5. The INTERN may only intern at the host organization listed on Form DS-7002. Work or employment at any other employer without the express approval of KUSCO is prohibited and will result in the INTERN's withdrawal from the program.
6. If the actual internship position deviates significantly from the terms set forth in Form DS-7002, or if the internship environment, for whatever reason, proves unsupportive, the INTERN should contact KUSCO directly. If warranted, KUSCO will endeavor to assist the INTERN in finding another position. However, KUSCO makes no guarantee that it will be able to do so and, furthermore, makes no representation that it will be able to find an internship position for the INTERN in the same geographical area, in the same field, or at the same compensation level.
7. If INTERN is terminated by the host organization from the internship program for non-compliance with the Internship Placement Plan or the workplace rules of the host organization, he or she may also be terminated from the program.
8. If the INTERN's original internship program, for whatever reason, ends prior to the end date listed on Form DS-2019, it is the INTERN's responsibility to inform KUSCO as soon as this is known.

#### **SECTION V – INTERN Responsibilities at the Conclusion of the Program**

1. The INTERN agrees that he or she intends to return home upon completion of the program and not to attempt to stay in the U.S.

#### **SECTION VI – Contractual Terms and Other Program-Related Conditions**

1. This English language version of the WEST Program Application, including this INTERN Declaration, is the binding contract between the INTERN and KUSCO.
2. KUSCO makes no representation or warranty of any kind, expressed or implied, as to the suitability of the program for the INTERN, and KUSCO disclaims all such warranties to the full extent of the law.
3. The conduct of the WEST Program is subject to U.S. government approval and may change accordingly without notice.
4. KUSCO does not own or operate any entity which provides goods or services for the program, including but not limited to arrangements for or ownership or control over houses, apartments or other lodging facilities; airline, vessel, bus or other transportation companies; food service; or entertainment providers. All such persons and entities are independent contractors and enter into legal relationships directly with the INTERN (and not through KUSCO). As a result, KUSCO is not liable for any act or failure to act of any such person or entity, or of any third party. Without limitation, KUSCO is not responsible for any injury, loss, or damage to person or property, death, delay or inconvenience in connection with the provision of any goods or services occasioned by or resulting from, but not limited to, acts of God, force majeure, acts of war or civil unrest, insurrection or revolt, strikes or other labor activities, criminal or terrorist activities of any kind, overbooking or downgrading of accommodations, structural or other defective conditions of houses, apartments or other lodging facilities (or in any heating, plumbing, electrical or structural problem therein), mechanical or other failure of airplanes or other means of transportation or for any failure of any transportation mechanism to arrive or depart timely, dangers associated with domestic or wild animals, sanitation problems, food poisoning disease, lack of, access to or quality of medical care, difficulty in evacuation in case of medical or other emergency, or for any other cause beyond the direct control of KUSCO.
5. KUSCO reserves the right to refuse sponsorship to any applicant who KUSCO deems does not meet program eligibility requirements or any applicant who KUSCO does not deem appropriate to accept in the general interests of the program. In the event that KUSCO rejects the Applicant's application to the program, any applicable refund will be made via GISG in Korea.
6. Program participation begins on the day of departure from the INTERN's home country and terminates on the day of departure from the U.S. (so long as this occurs within the legal program dates). The maximum duration for the KUSCO WEST Program is 18 months. The exact duration of stay in the U.S. must be confirmed by INTERN prior to his or her departure to the U.S. The program dates include a 30-day "Grace Period" at the end of the program during which the INTERN may travel in the U.S. but is no longer eligible to work/intern. The INTERN understands that he or she is not allowed to leave and re-enter the U.S. during this grace period, since Form DS-2019 has expired.
7. As part of this program, the U.S. Government requires that all INTERNS have a certain level of insurance coverage, which KUSCO includes as a mandatory part of its program. The INTERN is automatically covered within the program dates as outlined on Form DS-2019, for up to eighteen (18) months plus up to an additional fourteen (14) days prior to the Program start date. Should the INTERN plan to arrive to the U.S. before the program start date, or to remain in the U.S. after the program end date during the "Grace Period" as outlined above, this must be made known to KUSCO during the initial processing of the application. KUSCO cannot be held responsible for any insurance claim made outside of the insurance dates confirmed to the INTERN in his or her pre-departure program materials.

8. Under the U.S. government’s Health Insurance Portability and Accountability Act (HIPAA), KUSCO is restricted in its access to certain medical information or records in the event that a INTERN has an accident in the U.S. In order for KUSCO to assist the INTERN to the fullest extent possible with insurance-related issues, KUSCO will need to have a signed Privacy and Confidentiality Release Form from the INTERN. This form is optional and the INTERN can choose whether or not KUSCO is granted access to this information.

9. KUSCO reserves the right to dismiss the INTERN from the program if, in its best judgment, the INTERN is deemed to be a danger to him- or herself or to others, or if his or her conduct is deemed to be detrimental to the program in any way. In the event of such a dismissal, KUSCO will notify GISC in writing of the facts surrounding the INTERNS’ dismissal. KUSCO shall not be held responsible for any resulting expenses incurred by the INTERNS such as airfare, and shall not be required to return any fees paid by the INTERN.

10. Refund: INTERNS who wish to withdraw from the program must submit a written (fax or email) request along with original DS-2019 to KUSCO. Upon the receipt of the complete withdrawal or cancellation request, the INTERN will receive confirmation from KUSCO that the withdrawal is completed. Any applicable refund will be made within two (2) weeks after the confirmation. KUSCO is not responsible for the refund of any fees paid to third parties (e.g., the U.S. Visa fee, airlines, etc.), regardless of the circumstances.

**Before a INTERN departs for the U.S.**

- INTERNS choose to withdraw before DS-2019 is issued: Full refund excluding \$300 Application Fee.
- INTERNS choose to withdraw after DS-2019 is issued: Full refund excluding \$300 Application Fee and \$180 SEVIS Fee.
- INTERN is refused a J-1 visa: Full refund excluding \$300 Application Fee and \$180 SEVIS Fee.

**After a INTERN has departed for the U.S.**

- Withdrawal during the Language Training Program: Before completing the 50% of program, \$2,620 will be refunded; On or After completing the 50% of program, \$1,620 will be refunded.
- Withdrawal during the Internship Program: Before completing the 70% of program, KUSCO will endeavor to place the INTERN in another Internship position; On or After completing the 70% of program, No Refund.
- KUSCO is unable to secure an internship for INTERN: \$2,620 will be refunded
- Dismissal for Cause: No refund

*Please note that the Standard Operational Procedures of KUSCO WEST program is subject to Operational Guidelines of WEST program finalized by Republic of Korea and US Government officials.*

By signing below, you indicate that you have read, understood, and agree to all terms outlined in the INTERN Declaration section. Additionally, by signing below, you also confirm that, to the best of your knowledge, all information contained in the WEST Program Application is true and accurate.

INTERN’s Signature	Date
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**Privacy, HIPPA and Confidentiality Release Form**

By completing this form, you consent to KUSCO, the KUSCO designated insurance claims management company, your physician's and/or other medical providers to discuss medical and/or insurance issues with KUSCO or the KUSCO designated insurance claims management company.

You also consent to KUSCO that we may notify your emergency contact listed in this application of any situation that KUSCO deems to be an emergency. You also consent to KUSCO that KUSCO may notify your official KUSCO Partner from whom you purchased this program of any situation that KUSCO deems to be an emergency.

This authorization is valid for two years from the date signed.  
I give KUSCO permission to release any or all of the following information. (Please initial and select.)

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/><br>initial | All financial and claim information related to medical bills or Claimant's Statement and Authorization. |
| <input type="checkbox"/><br>initial | Provide name, date or service, total charge, total paid, and date of payment.                           |
| <input type="checkbox"/><br>initial | Insurance ID number and/or social security number.  |

Under no circumstances can KUSCO release medical information obtained from your physician or provider of service to you or anyone. Your medical information has been disclosed to us from your physician or provider of service and we are prohibited by federal law for further disclosure. Please contact your physician or provider of service for your medical information.

Print Patient Name:	Date (mm/dd/yyyy):
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Signature of Patient, Adult Parent, or Guardian: