

Application for J1 Training/Internship Visa

ESTA - Electronic System for Travel Authorization

You do **not** need to apply for ESTA. ESTA is meant for tourists only, not for J1 visa holders.

DS-160

For most countries, the embassy requires you to fill out the DS-160 before scheduling an interview. Please see guidelines below.

US embassy interview

You will need to make an appointment for an in-person interview at the American embassy. The US embassy does not accept walk-ins.

Please consult the website of the US embassy of your country (<http://www.usembassy.gov/>) to find out the following:

How to schedule an appointment at the US embassy

- Applicants may schedule a visa appointment via phone or online. The costs for such a phone call vary from country to country.

You may be asked to give the following information:

- Your name and address
- Your place and date of birth
- Your passport number and nationality
- Your E-Mail address
- Your DS-2019 Exchange Visitor Program Number: P-4-11197 (internship) or P-4-10008 (training)
- Confirmation that your SEVIS fee of \$180 has been paid. (Intrax has paid it on your behalf.)

How to pay for the interview

- Visa fee: Currently US\$160; non-refundable; separate from the Intrax program fee
- Please refer to the embassy website of your country for information on how to pay: credit card, which credit card, debit card, wire transfer etc.
- You will need to take a receipt of your payment with you to your appointment.

Which documents to bring to the interview

- Passport
- DS-2019 including Training Plan DS-7002. Please sign the DS-2019 at the bottom for the first page.
Please make sure you read both pages carefully. If there are any mistakes regarding your personal information please contact our office immediately.
- SEVIS receipt
- Financial Certification (Neither a letter of guarantee nor a financial a bank statement are sufficient. Please consult the U.S. embassy website of your country to see how you ought to prove your financial means.)
- Evidence of home ties such as rental agreement, a university letter, a job contract etc.), and other requirements.
- Depending on the country: A stamped envelope including return address for the embassy to mail your passport, DS-2019, and visa
- For general information please visit
http://travel.state.gov/visa/temp/types/types_1267.html.

The wait times for scheduling an interview:

http://travel.state.gov/visa/temp/wait/wait_4638.html

SEVIS receipt

You need to bring the SEVIS receipt along for your interview at the US embassy. You can download and print the receipt yourself. The print-out is the equivalent of an electronic SEVIS receipt.

1. Go to <https://www.fmjfee.com/i901fee/index.jsp>
2. Click on „Check status“
3. Enter DS-2019 form details
4. Click „View“ to see more details on the I-901 Transaction
5. Click where it says “here” (The complete sentence says: “Click here to see a printable version of your payment receipt.”)
6. Since Intrax has paid the \$180, the address on the print-out is the Intrax address in San Francisco.

Online Form DS-160

You need to fill in this form in English and you need to upload a photo. Once you have submitted the form, you will receive a one-page confirmation which you need to print. Only then can you make an appointment at the US embassy.

The online form does not accept letters such as ñ, é, ç. You will need to replace them with n, e, c.

You can read the DS-160 in your native language by mouse-over.

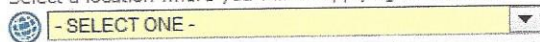
You access your DS-160 from various computers within 30 days after having started filling in the document. Please note the Application ID and remember your security question. You will need both to retrieve the form.

Getting Started !

1. Fill in your DS-160 online, click on: <https://ceac.state.gov/genniv>
2. Choose the city where you will have your J1 visa appointment. Once you have chosen the city, you can no longer change to a different embassy.
3. Upload a photo - see U.S requirements for the format. In case you experience difficulties uploading, try slightly changing brightness or size.
4. Click on **Start Application**
5. **Save your application every 10 minutes on your desktop under a« .dat » format.**

Get Started

Select a location where you will be applying for this visa



Some locations require you to upload a passport-type digital photography of yourself.

[Test Photo](#) | [Photo Standard Guide](#)

Select a location and make sure you have the documents and information you will need.

START AN APPLICATION ▶

Select a location then select an application that you previously saved on your computer.

UPLOAD AN APPLICATION ▶

You will be asked for your application ID and answer a security question.

RETRIEVE AN APPLICATION ▶

Online Nonimmigrant Visa Application (DS-160)

Application Information

Please record your Application ID in a safe and secure place.


If there are technical issues with the system, or you want to complete your application some other time, you can save your work and later, start where you left off. In order to access your application later, however, you will need: (1) your Application ID, and (2) the answer to the security question that you will choose on this page.

To choose a security question, pick the one you like the best from the dropdown list, type your answer to that question in the box below, and click "Continue." Remember: In order to access your application later, you will need to know the answer **exactly as you wrote it on this page**.

You can also use your Application ID and security question to retrieve your Confirmation Page after you have submitted your application, or to use your previously provided application information to complete a new application at a later date.

If you do not plan to complete your application within the next 30 days, download your application to your computer by clicking the "Save" button at the bottom of the last completed page. Follow the instructions. When you are ready to complete your application, select "Upload an Application". NOTE: Only download your application to a computer that cannot be accessed by anyone who does not have your permission to see or record your personal data. If you download your application a shared or public computer, such as a computer in a cyber café or library, your personal information may be able to be accessed by other users.

Note: Electronically submitting your DS-160 online application is the FIRST STEP in the visa application process. The next step is to review the internet page of the [embassy or consulate](#) where you plan to apply for your visa. Most visa applicants will need to schedule a visa interview, though some applicants may qualify for visa renewal. The [embassy or consulate](#) information may include specific local instructions about scheduling interviews, submitting your visa application, and other frequently asked questions.

Security Question 
WHAT IS THE GIVEN NAME OF YOUR MOTHER'S MOTHER?

Answer

◀ Back: Getting Started

 Save

Next: Personal 2 ▶

Please note the Application ID and remember your security question. You will need both to retrieve the form.

Save your DS 160 application every 10 minutes on your desktop under a « .dat » format. You will be able to continue working on the form by using the option "retrieve an application"

Personal Information 1

EST

NOTE: Data on this page must match the information as it is written in your passport.

Surnames

(e.g., FERNANDEZ GARCIA)

Given Names

(e.g., JUAN MIGUEL)

Full Name in Native Alphabet


☐ Does Not Apply/Technology Not Available

Please note your **Surnames & Given Names** as written in your passport and your DS 2019

Full name in native alphabet: If your passport is in non-Latin letters such as Chinese, Hebrew. Otherwise: does not apply.

If this page contains errors, the embassy will not process your visa application! Please check carefully.

Date and Place of Birth

Date 

 (Format: DD-MMM-YYYY)

City

State/Province

☐ Does Not Apply

Country/Region


Country/Region of Origin (Nationality)

Q: Do you hold or have you held any nationality other than the one indicated above on nationality?

A: ☐ Yes ☒ No

National Identification Number

☒ Does Not Apply

U.S. Social Security Number 
 - - ☒ Does Not Apply

U.S. Taxpayer ID Number

☒ Does Not Apply

Nationality: the country of your nationality
National Identification number: does not apply
US social security number: does not apply. (Unless you already have a social security number from a previous stay)
US taxpayer ID number: does not apply

Address and Phone Information

Home Address

Street Address (Line 1)

Street Address (Line 2) *Optional

City

State/Province

☒ Does Not Apply

Postal Zone/ZIP Code
 ☐ Does Not Apply

Country/Region

Note your postal address

Attention ! Mailing Address !

Please note the postal address to which you would like your passport and visa sent (if granted)

On the day of your appointment at the US Embassy, you will leave your passport with the Embassy.

It is important that you list a permanent address where you wish to receive your passport.

Passport Information

Passport/Travel Document Type ⓘ
REGULAR

Passport/Travel Document Number
123456789

Passport Book Number
 ☒ Does Not Apply

Write exactly as written in your passport.
Passport Book Number:
only if applicable

Travel Information

NOTE: Provide the following information concerning your travel plans.

Provide the following information:

Purpose of Trip to the U.S. ⓘ
EXCHANGE VISITOR (J)

Specify ⓘ
EXCHANGE VISITOR (J1)

+ Add Another - Remove

Intended Date of Arrival ⓘ

(Format: DD-MMM-YYYY)

Intended Length of Stay in U.S. ⓘ
 -SELECT ONE-

Person/Entity Paying for Your Trip ⓘ
SELF

Select
J1 STUDENT/Exchange VISA

Intended Date of Arrival
Note your US arrival date
Intended Length of Stay in
U.S :
Length of your program

He
If
your travel plans,
please provide an
estimate.

Most interns/trainees are paying for their trip themselves.

Address Where You Will Stay in the U.S.

Street Address (Line 1)


Street Address (Line 2) *Optional

City

State

ZIP Code (if known)

(e.g., 12345 or 12345-1234)

Person/Entity Paying for Your Trip 

Either write down your host company's address or use your permanent address in the USA and name a contact person.

Most interns/trainees are paying for their trip themselves.

Travel Companions Information

NOTE: Provide the following travel companion information.

Persons traveling with you

Q: Are there other persons traveling with you?

A: ☐ Yes ☒ No

This applies only if you are traveling with your spouse and children as holders of the J2 visa.

Previous U.S. Travel

Q: Have you ever been in the U.S.?

A: ☒ Yes ☐ No

Provide information on your last five U.S. visits:

Date Arrived 

(Format: DD-MMM-YYYY)

Length of Stay 

+ [Add Another](#) - [Remove](#)

Date Arrived 

(Format: DD-MMM-YYYY)

Length of Stay 

+ [Add Another](#) - [Remove](#)


If you have visited the USA before, i. e. as a tourist, write down your travel dates. (As detailed as possible, as far as you remember)

Please answer all other questions as detailed as possible.

Q: Have you ever been issued a U.S. Visa?

A: ☒ Yes ☐ No

Previous U.S. Visas

Date Last Visa Was Issued 

(Format: DD-MMM-YYYY)

Visa Number

☐ Do Not Know

i.e. J1 Visa (High School Exchange, Au pair, Internship, Work & Travel) or F1 Visa (Language School, Student) or B tourist visa if you do not come from visa waiver country.

U.S. Point of Contact Information

Contact Person or Organization in the United States

Contact Person

Surnames


Given Names

☐ Do Not Know

Organization Name

☐ Do Not Know


Relationship to You 

EMPLOYER 

Your point of contact is your host company.
Name: Supervisor
Organization: Name and address of your host company

Present Work/Education/Training Information

NOTE: Provide the following information concerning your current employment or education.

Primary Occupation 
STUDENT

Present Employer or School Name

Present employer or school address:
Street Address (Line 1)

Street Address (Line 2) *Optional

City

State/Province
_____ ☐ Does Not Apply
Postal Zone/ZIP Code
_____ ☐ Does Not Apply
Phone Number

Country/Region
- SELECT ONE -

Present Work/Education/Training :
Choose your current status among the list. For example student, not employed...

Student/ secondary school student:

Note the name of your school/university
Note your fields of study.

Employed :

Note the name and the address of your company/where you currently work.

Monthly Income in Local Currency (if employed)

_____ ☒ Does Not Apply

Briefly describe your duties:

ATTEND SEMINARS AND LECTURES; WRITE TERM PAPERS

Even students need to fill in this field.

Previous Work/Education/Training Information

NOTE: Provide your employment information for the last five years that you were employed, if applicable.

Q: Were you previously employed?

A: ☒ Yes ☐ No

Employer/Employment Information:

Employer Name

Employer Street Address (Line 1)

Employer Street Address (Line 2) *Optional

City

State/Province
_____ ☐ Does Not Apply
Postal Zone/ZIP Code
_____ ☐ Does Not Apply

If you are a student doing an internship in the USA, you might not have previous work experience. So you might click "no".
Trainees need to have had previous work experience and need to provide the information

Security and Security Background

The following four sections are self-explanatory. We hope that you can truthfully answer all questions clicking "no."

Additional Point of Contact Information

NOTE: You have indicated that you will be studying in some capacity while in the United States. List at least two contacts in your country of residence who can verify the information that you have provided on this application. Do not list immediate family members or other relatives. Postal office box numbers are unacceptable.

Surnames

Given Names

Contact details of 2 different people living in your country that can confirm your data, such as friends, colleagues, neighbours. Not relatives!

SEVIS Information

NOTE: You have indicated that the purpose of your trip to the U.S. is to be a student or exchange visitor. Provide the following information regarding the institution at which you intend to study.

SEVIS ID

N0123456789

(e.g., N0123456789)

Program Number

Q: Do you intend to study in the U.S.?

A: ☐ Yes ☒ No

You can find the SEVIS ID on your SEVIS receipt above the bar code.

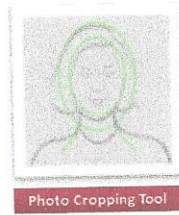
Please answer to the following question as in the example:
Do you intend to study in the U.S. ? - No

Upload Photo

Prepare Photo for Submission

Please refer to the Department of State's [image requirements](#).

To assist in preparing your image, you may click on the icon to the right to use a Department of State photo cropping tool. You may use this tool to resize, rotate, and/or crop a photo on your computer to meet the Department of State's head-size and [digital image submission requirements](#).



Select Your Photo

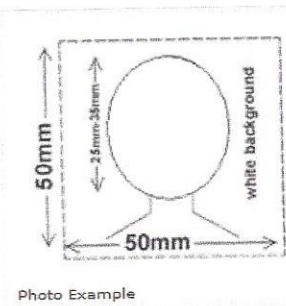
Click the "Browse" button and choose a JPEG format image (i.e., .jpg file type) that is 240 Kb or less in file size.

Photo Quality Standards

In order to ensure the highest quality photos will be used in the final printed travel document, the Department of State has created a guide for you to use when creating and uploading your photos [[see photo quality standards guide](#)].

If you have not yet uploaded a photo, now you need to do so.

Photo:



If at the time of the visa interview it is determined that the photo fails these requirements, you will be asked for a new photo. The fact that a photo could be uploaded does not automatically mean that it meets all requirement. You can bring a paper photo to the visa interview.

Please note that applicants for a U.S. Visa have to submit a photo. The following minimum requirements must be met or your application will not be processed. Please see the paragraphs below for more details.

1. The photographs must not be older than six months.
2. The photographs must measure 5 cm x 5 cm.
3. The photographs of the applicant's head must be between 2.5 cm and 3.5 cm when measured vertically.
4. The photographs must be in color and taken against a white background.
5. The applicant must face the camera directly, preferably with both ears visible.

The photograph must be an unmounted full face photo, taken within the past six months. A "full face" photo is one in which the applicant is facing the camera directly. The applicant should not be looking down or to either side, and the face should cover about 50 percent of the area of the photo. Although variations in hair styles and in head coverings (see discussion below) make it difficult to rigorously define the term "face," in general, the head of the applicant, including both face and hair, should be shown from crown of the head to tip of chin on top and bottom and from hair line side-to-side. It is preferable that ears be exposed. The key requirement is that the photograph clearly identifies the applicant.

Your online application is completed. Please click "review" to ensure that all information is correct. After you have sent the DS-160, you cannot make any further changes. Errors will prevent you from receiving the J1 visa. If you want to make changes, click "Edit your online application."

Preparer of Application

Q: Did anyone assist you in filling out this application?

A: ☐ Yes ☒ No

E-Signature

I certify under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Enter your Passport/Travel Document Number:

Enter the code as shown:



Click the button below to electronically sign your application:

Sign and Submit Application

After you have reviewed your DS-160 online form and after you have uploaded a photo, you may click "Sign and Submit."

Confirmation page



Please print out your confirmation page with is readable bar code and take it along with a paper version of your photo to the US embassy.

Now it is time to schedule an appointment at your U.S. Consulate

Make Appointment Online

Our online appointment system is provided by Computer Sciences Corporation (CSC)

- Step 1:** Go to the [Online Appointment System Website](#).
- Step 2:** Click on "How the system works" to get an overview of how the appointment system functions.
- Step 3:** Click on "Log-In" to Register, create your new Login (email address) and purchase a PIN (\$10)
- Step 4:** Schedule an Appointment.

After the visa appointment

Please note that there is no service “status check” to see whether your visa has already been processed. Neither the Operator Service nor the Embassy itself will be able to provide any information on your case. It takes an average of about five working days for the visa to be processed, though it varies from country to country.

If for some reason your visa takes longer to be processed, you will be advised by the Embassy at the time of your visa appointment. **During the processing time, your passport will remain with the Embassy.** Visas are never processed on the same day of the appointment. Your passport will not be handed back to you until the visa has been processed.

Please check the U.S. embassy’s website of your home country to find out which documents you need to bring with you to the visa appointment.

Important: If you fail to bring one of the required documents with you or have failed to fill out the documents beforehand as requested, it will result in the cancellation and re-scheduling of your appointment.