

# USEH

## USA Internship Program (BridgeUSA Program)



### **Application Requirements**

- \* Minimum 18 years of age
- \* Currently enrolled to university program pursuing Bachelor or Associate Degree in the interest area of internship, or
- \* Must be within 12 month of graduation from a University
- \* Upper Intermediate level of English

### **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 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 non-refundable.
- \* The placement process will begin for the official applicants, which will take 6-16 weeks under normal conditions.
- \* Once the participant is secured a position, the offer letter, including the Terms and 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 intern and the host company), the intern will be required to sign an agreement with USEH. This agreement will outline the responsibilities and duties of parties, the intern & USEH. USEH will not take further responsibility for any trainee who violates the terms and conditions of the agreement during the program.

### **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, the the mail 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 intern

### **Ongoing Consultancy**

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

### **Program Fees**

6 Months Program Fee	\$2,990 USD
9-12 Months Program Fee	\$3,700 USD
12 Months Non Hospitality Program Fee	\$4,250 USD



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Our mission at USEH is to provide dependable guidance, in developing careers of young students and professionals, by creating a bridge for them to reach international positions and also to supply leading operations with enthusiastic international talents.



### Major Fields

Hospitality & Tourism Management

(Application Fee \$350)

Business Administration / Marketing-Finance

(Application Fee \$550)

### Intern Durations

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



### Monthly Stipend

The intern income ranges from \$1200.00 - \$2400.00 USD per month, depending on the company's hourly wage policy. Generally, weekly hours are approximately 32-40 hours per week; however, if the intern is asked to perform more than 32-40 hours per week, overtime payment will be provided.



### Visa Process

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

### Travel Arrangements

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



### Housing

Usually the host company provides housing options at the intern'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 intern's expense.

### Professional Development (Training)

Intern(s) usually receive professional training seminars conducted by their host companies. The interns are provided with a certificate at the end of the seminars, depending on the regular attendance and success.