



Required Document Checklist

All Exchange Visitor applicants are required to submit the following documents:

- English Resume/ CV** (with complete details about your education and past work experience, if any, this includes internship), with picture.
- Copy of your Passport (must be valid up to 6 months after the end of the program).**
 - Submit and/or include all copies of your previous US visa(s) and previous DS-2019 (if you joined the J-1 program before – Returnee), if applicable.

If your passport expires during the period of your internship or within the 6 months period thereafter, you need to renew immediately

- Signed and Dated **Odyssey Terms and Conditions** (download from the email)
- Signed and Dated **Odyssey SAF – Agreement and Orientation Supplement (FOR INDIAN NATIONALS ONLY)** (download from the email)
- Filled out **Exchange Visitor Information** ((download the form from the email)) – all sections **MUST BE** filled out/ answered.

PLUS the documents below in which category you are filing with (Intern or Trainee):

For applicants qualifying as an **INTERN**

(Applicants that are currently enrolled in university or have graduated less than one year before the start date of the program)

If you are currently ENROLLED:

- School Certificate** – letter issued from your university stating the following information on the document:
 - You are a BONA FIDE/ Currently Enrolled Student in a full-time study, in-person (classroom) program.
 - Degree and Course you are enrolled in (example: Bachelor’s degree in hospitality).
 - The date you began studying AND your expected date of graduation (an estimated graduated date is sufficient – MM/DD/YEAR).
- Transcript of Records** (List of Subjects and grade per semester OR Copy of Grade if not available)

If you GRADUATED (and less than 1 year from your graduation date before the start of the program):

- Diploma** – this **MUST** state the degree and course you’ve taken and graduation date; **or**
- Graduation Certificate** – if your diploma is not issued yet, a school letter from your university will suffice that states the following information in the document:
 - You graduated from their university.
 - Degree and Course earned (example: Bachelor’s degree in hospitality).
 - Graduation Date
- Transcript of Records** (or copy of grades – ALL Semesters)

For applicants qualifying as a TRAINEE

(Applicants who graduated from university more than 1 year ago and possess 1 year of more of relevant work experience related to the placement position you applied for or Applicants with 5 years of relevant work experience related to the placement position you applied for)

If you GRADUATED with a degree:

- Diploma** – this **MUST** state the degree and course you’ve taken and graduation date; **or**



- **Graduation Certificate** – if your diploma is not issued yet, a school letter from your university will suffice that states the following information in the document:
 - You graduated from their university.
 - Degree and Course earned (example: Bachelor’s degree in hospitality).
 - Graduation Date
 - When your official diploma will be issued by the university.
- **Transcript of Records** (or copy of grades – all semesters).
- **Work Certificate(s)** in a company letterhead with the following information:
 - Your name and position (work title)
 - Employment date (start date and last day of work, if resigned yet; OR till date, if still employed)
 - Role and responsibilities (if possible)
 - Name of the person who issued the work certificate, contact details, **AND Signed** by the company/supervisor.

If you **do not have a relevant degree and qualify with 5 years of work experience:**

- **Work Certificate(s)** in a company letterhead with the following information:
 - Your name and position (work title)
 - Employment date (start date and last day of work, if resigned yet; OR till date, if still employed)
 - Role and responsibilities (if possible)
 - Name of the person who issued the work certificate, contact details, **AND Signed** by the company/supervisor.

Important Notes:

- **All documents MUST be submitted in ENGLISH.** If your document is in a foreign language, it is required that you submit a TRANSLATED document in English along with your foreign language document. Translated document(s) MUST show the following information:
 - Name of the Translator
 - Contact information (email address/ phone number)
 - Signature

You cannot translate your own documents

Updated: 8/1/2023