

Required Documents 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 BONAFIDE/ 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 **

- If your Passport name does not match the school documents and/or work certificates submitted, **YOU ARE REQUIRED TO SUBMIT a notarized Affidavit as One.** This should state that the person who owns the passport and the documents it was issued to are the same.



International Trainee Network

International Trainee Network
8200 Wilshire Blvd
Beverly Hills, CA 90211
USA

Invoice

Invoice #

1002627

Invoice Date

10/14/2024

Due Date

10/24/2024

Bill To

krunal1 tets

Description	Candidate	Amount
Non-refundable registration fee for Trainee/Internship Program	krunal1 tets	\$ 75.00
	Sub Total	\$ 75.00
	Payments/Credits	\$ 0.00
	Total Balance	\$ 75.00