



## Checklist

Please keep the following items in mind when filling out and submitting documents.

### General Information:

- The complete application must be sent by email as a PDF with a maximum of 3 files; when necessary, name the contents.
- The application, motivational letter, resume and Financial Security Statement should all be signed.
- Scanned documents should be easily readable, for example, the passport scan should be right-side-up.
- Maximum Size: 8 MB, no color scans. Resolution should not exceed 200dpi – 300dpi. Format: jpg, gif.

### Application: Pages 1-4:

- All dates must be in American format (MM-DD-YY).
- Review the information on the Certificate of Internship
- Date of departure should be a maximum of 30 days after the end of the internship.
- On the letter of agreement, boxes should not be crossed; they should be initialed (first letters of the first and last names).
- Passport should be valid for the duration of stay in the US.
- On the declaration of insurance (P. 3), make sure to cross only the boxes that are relevant to your insurance.

### Motivational Letter

- Include the following points: Internship time frame, name of the company, current activities (student, graduate etc.), intern's future plans, reason for the decision to do an internship in the US, intern's plans on return to Germany
- Please sign the letter.

### Health Insurance

- Insurance **not** from the GACC: a verification of the insurance policy is necessary, make sure the policy is valid during the entire stay in the US plus 30 days after; as an alternative, the intern can write a personal confirmation that he/she will leave the United States before the 30 day grace period begins (e.g. the day his/her internship ends).

### Proof of Payment

- Please ask us to write out an invoice if you want to pay by bank transfer.
- Please give the amount of the direct debit authorization in dollars.

**By not checking for and including the above information, you delay the processing of your application. This can negatively effect the issuing of your DS 2019 which in turn can delay the issuing of your J-1 visa.**