



AMITY INSTITUTE

BUILDING INTERNATIONAL FRIENDSHIP & CULTURAL UNDERSTANDING
THROUGH TEACHING EXCHANGE

Intern Admissions Guide



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About Us

Amity Institute is a U.S. Department of State designated BridgeUSA J-1 program sponsor and nonprofit organization with close to 60 years of experience facilitating cultural exchange. In 1962, Dr. Ernest and Emily Stowell of Eau Claire, Wisconsin, founded Amity Institute to meet the needs of American foreign language teachers and students for direct personalized contact with world languages and cultures.

They also sought to involve young people from abroad in American education, family and community life. Several decades later, Amity Institute has broadened to provide exchange programs that work toward achieving the mission of building international friendship and cultural understanding through teaching exchange.

i Why Amity Institute? Learn more [here](#).

Today

Amity Institute's Intern Program provides participants the opportunity to live in the United States, gain invaluable teaching experience, and serve as informal ambassadors for their home country. Interns receive training in the classroom for a minimum of 32 hours per week and live with American families within their host school's community.



👍 Visit our [website](#) to read alumni [stories](#) and [testimonials](#)!

👍 Connect with us on our social networks! [f Facebook](#), [Instagram](#), and [in LinkedIn](#)

Required Documents

 **YOU ARE HERE:** To be considered for placement with a U.S. host school, you must first complete your admissions file, which includes a final application and application fee, as well as required supporting documents needed to confirm your eligibility for this program. The US\$200 application fee paid to Amity Institute will be due upon approval of your final application. Instructions to pay will be provided at that time.

Please read the following instructions for each item carefully to avoid delays.

Amity Application

The application must be typed (no handwritten applications please) and completed in English. Do not leave any questions unanswered unless they are inapplicable or indicated as optional.

 If you are unable to attach your photo to the application, please include it as a separate file.

Professional References

Two references are required. The provided reference form can be typed or handwritten. References should be completed by someone who knows you in a professional capacity, such as a professor or employer, and must be signed by the writer. If you have a recommendation letter that you would like to use in place of our reference form, you may submit it for review.

Health Evaluation Form

Print the provided Health Evaluation form and complete Part 1. Sign and date the second page where it reads “Signature of Intern Program Applicant.”

 **Mark the vaccines that you have received to the best of your knowledge. If your host school requires any specific vaccines, they will inform you prior to your arrival in the U.S.**

Part 2 is to be completed by your healthcare physician. A physical signature, official medical stamp (if applicable), and the current date are required on the bottom of the second page. If your healthcare provider refuses to use our form, we will accept a supplemental medical certificate that generally covers the questions under Part 2. In this case, submit the medical certificate with only Part 1 of our form completed.

Health Memo of Understanding (MOU)

By signing this document, you acknowledge the fact that U.S. health insurance policies do not typically cover pre-existing medical conditions and that you are solely responsible for any costs associated with the treatment of such conditions. This document is required from all participants, regardless of whether they have a pre-existing medical condition. It does not mean that you are agreeing to purchase any specific health insurance policy - prior to your arrival in the U.S., you will be assigned to an Amity Program Counselor, who will provide you with more information about health insurance requirements and your options.

Criminal Background Check

You must submit a recent criminal background check issued by your local authorities that covers all general offenses.

Verification of Studies

You are required to provide proof of your current enrollment at your university and/or a copy of your diploma if you have recently graduated.

 **If you are currently enrolled, you must provide proof of your full-time student status, such as a list of your classes and total credits enrolled. *A student carrying 12 or more credit hours in one semester is considered a full-time student.**

English Proficiency

The minimum level of English required for this program is level B1 on the CEFR scale. Submit your results from an official English exam or other official certification that confirms your level of English on the CEFR scale.

Valid Passport

Please provide a clear and readable copy of your passport. Only the page with your photo and personal details is necessary. Your passport should be valid beyond your intended period of stay in the U.S. If your passport will expire soon, start the renewal process as soon as possible and submit a copy of your current passport in the meantime.

Proof of Funds/Financial Sponsor Statement

Interns must have sufficient funds to pay for the following program-related costs:

- **Application Fee (\$200):** Paid to Amity Institute upon approval of your final application.
- **SEVIS Fee (\$220) and Visa Application fee (approx. \$160):** When applying for your visa, you will be required to pay these fees to the U.S Department of State.
- **Health Insurance (approx. \$95 per month):** Policy must be paid in full (for the entire duration of your stay in the U.S.) prior to your arrival.
- **Round trip plane ticket:** Cost varies based on the time of the year, destination, etc.
- **Personal Expenses (\$250 per month):** You should have at least \$250 of your own money available for personal expenses for each month of your internship.

Proof of at least US\$2000 is required during admissions. A simple bank statement that shows your name, the current date, and the available amount in your account will suffice as proof of funds. If you do not have enough personal funds to cover the costs of the program on your own, a financial sponsor, such as a parent or close family member, is permitted. In this case, your sponsor must provide proof of sufficient funds in the form of a bank statement or bank letter **and** complete the provided *Financial Sponsor Statement*.

 **We strongly recommend that you have at least \$2500 available for personal spending at the time of your arrival in the U.S.**

Screening Interview

To complete the admissions process, you must pass a screening interview with an Amity Screening Officer in-person or by videoconferencing. Upon completion of your secondary documents, a request for your interview will be sent to your Screening Officer. If you are not already in contact with a Screening Officer, you will be assigned to one at that time.

 A non-refundable screening fee may be required at the time of the interview.

Admissions FAQ



Q: Who is my primary contact at Amity during admissions?

A: Amity's Admissions Coordinator, Marnie Kitchin (mkitchin@amity.org).

Q: When is the Amity application fee due and is it refundable?

A: The Amity application fee (US\$200) is due upon approval of your final application; you will be provided with instructions to pay at that time. It is a non-refundable application processing fee, and it does not guarantee placement or approval of your visa.

Q: What is the deadline to complete my admissions file?

A: We do not set a specific deadline due to the varying processing times of the documents. However, it is important to complete your file as soon as possible, as it is required to be considered for placement.

Q: Do I need to provide English translations of my documents?

A: All documents must be written in English or accompanied by an English translation. You may write the translations yourself if a translated version of the document is not readily available. Generally, only the main text/pertinent information within the document needs to be translated. Tip: If you obtain any of your documents online, you should be able to translate the entire page into English easily in your browser.

Q: Do I have to submit my documents altogether as a complete package?

A: No, this is not required, and we encourage you to submit your Amity Application form as soon as possible. However, if you do have any supporting documents ready to submit with your application, please include them and note which document(s) are still in process in the body of your email.

Q: How do I submit my documents?

A: Submit your documents via email to mkitchin@amity.org. Attach your documents to your email as separate items, labeled appropriately (e.g. Application, Reference 1, etc.).

Q: Once I submit my documents for review, what is the next step?

A: Upon review of your documents, Amity's Admissions Coordinator will provide you with feedback regarding your documents and further instructions to proceed.

Q: When will I be considered for placement with a host school?

A: You will be considered for placement once your admissions file is complete. You will receive more information about the placement process at that time.

Q: Do I have to inform Amity if information in my application changes?

A: If any information in your application changes at any time, especially related to your health or availability, please notify us as soon as possible.

Q: What if I must withdraw from the program?

A: If you must withdraw from the program for any reason, please notify us as soon as possible.

INTERN PROGRAM PROCESS

COMPLETE ADMISSIONS FILE

FINAL APPLICATION

APPLICATION FEE

SUPPORTING
DOCUMENTS

PLACEMENT WITH HOST SCHOOL

SELECTION PROCESS

ACCEPT INTERNSHIP OFFER

ASSIGNED TO PROGRAM COUNSELOR

RECEIVE SPONSORSHIP DOCUMENTS

APPLY FOR VISA

VISA APPROVED

PURCHASE FLIGHT

COMPLETE PRE-ARRIVAL DOCUMENTS

ARRIVAL IN THE U.S.

COMPLETE POST-ARRIVAL
DOCUMENTS

START INTERNSHIP!

**Visa approval is not guaranteed.*

ADMISSIONS DOCUMENT CHECKLIST

This checklist is meant to help you keep track of your admissions documents.

It is not required.

- Amity Application**
- Application Fee**
- Two References**
- Health Evaluation Form**
- Health MOU**
- Criminal Background Check**
- Verification of Studies**
- English Proficiency**
- Passport**
- Proof of funds**
- Financial Sponsor Statement (if applicable)**
- Smoking MOU (if applicable)**