



PLEASE SEND YOUR DOCUMENTS TO

Parenthèse
17, rue Notre-Dame des Victoires
75002 Paris, FRANCE

Or email them to:
contact@parenthese-london.co.uk

INTERNSHIP USA Confirmation Form

Personal details

Please indicate your last name, first name and middle name(s) exactly as they appear on your passport

LAST NAME GENDER F M

FIRST AND MIDDLE NAME(S)

DATE OF BIRTH (DAY, MONTH IN LETTERS, YEAR)

EMAIL ADDRESS

NAME OF YOUR SCHOOL OR UNIVERSITY (PLEASE INDICATE THE CAMPUS WHEN APPLICABLE, EX: EDHEC LILLE)

DID YOU FIND YOUR EMPLOYER VIA A PLACEMENT AGENCY? YES NO IF SO, NAME OF AGENCY

Billing address (Yours or your host company's if the latter is paying for your fees)

NAME OR COMPANY NAME

ADDRESS

POSTAL OR ZIP CODE CITY/STATE/COUNTRY

NAME AND EMAIL OF HOST COMPANY CONTACT

Insurance dates

EXACT INTERNSHIP START DATE / / EXACT INTERNSHIP END DATE / /
day month year day month year

Your travel and billing dates: Maximum 30 days before your internship start date and 30 days after your internship end date.

ARRIVAL DATE IN THE U.S. / / RETURN DATE FROM THE U.S. / /
day month year day month year

YOU CAN ARRIVE AFTER THIS DATE, BUT NOT BEFORE

YOU CAN RETURN PRIOR TO THIS DATE, BUT NOT AFTER

An airline ticket is not required for your visa application. Should you choose to make travel arrangements prior to your visa approval, purchase MODIFIABLE TICKETS ONLY.

Calculation of your fees

NOTE: PLEASE CALCULATE YOUR PROGRAM FEES ACCORDING TO THE DURATION OF YOUR STAY IN THE US, FROM YOUR ARRIVAL DATE TO YOUR RETURN DATE AS INDICATED ABOVE.

EX: FROM SEPTEMBER 15, 2018 TO SEPTEMBER 15, 2019 = 13 MONTHS
FROM SEPTEMBER 15, 2018 TO SEPTEMBER 14, 2019 = 12 MONTHS

FEES (including insurance and SEVIS fees)

1-3 months	<input type="checkbox"/>	940 GBP
4 months	<input type="checkbox"/>	990 GBP
5 months	<input type="checkbox"/>	1060 GBP
6 months	<input type="checkbox"/>	1115 GBP
7 months	<input type="checkbox"/>	1195 GBP
8 months	<input type="checkbox"/>	1250 GBP
9 months	<input type="checkbox"/>	1315 GBP
10 months	<input type="checkbox"/>	1395 GBP
11 months	<input type="checkbox"/>	1450 GBP
12 months	<input type="checkbox"/>	1525 GBP
13 months	<input type="checkbox"/>	1590 GBP
14 months	<input type="checkbox"/>	1650 GBP

Optional, Express mail fee	<input type="checkbox"/>	70 GBP
Optional, Acceleration fee (receipt of your DS-2019 in 2 weeks maximum)	<input type="checkbox"/>	120 GBP
Optional, Expedited fee - receipt of your DS-2019 in 7 business days without site visit or 9 business days with site visit	<input type="checkbox"/>	850 GBP
TOTAL		_____ GBP
All fees subject to change without notice		

PLEASE FIND ENCLOSED A CHECK TO THE ORDER OF PARENTHESE LIMITED

I WISH TO SUBMIT MY PAYMENT BY WIRE TRANSFER (BACS) – PLEASE SEND ME PARENTHESE’S BANK DETAILS

Terms and conditions

The above program fees include a handling fee of €100 and your SEVIS fees (£130). All reimbursement requests must be sent by email to Parenthese who will apply the following conditions:

- **The £100 handling fee is non-refundable.** Should you cancel your application prior to having settled your program fees, you will have to pay this £100 handling fee. **However, the fee will be credited towards a future application, should you decide to reapply at a later date.**
- The SEVIS fee (£130) is only refundable if your documents have not yet been issued by CIEE at the time of your cancellation request.

In **addition**, cancellation fees will be applied as specified below:

Cancellation prior to departure date

- £180 for any cancellation request before departure but after DS-2019 issuance (return of original DS-2019 is mandatory). This fee is reduced to £55 when the cancellation is due to a visa refusal (the refusal letter from the Embassy will be required).

Cancellation after departure date

- No refund will be given for cancellation requests received after departure.

Reimbursement of acceleration or expedited fee

- The acceleration or expedited fee will only be refunded if the turnaround time is not respected due to an error or negligence on the part of Parenthese or CIEE. Should the timeline not be respected due to the employer, there will be no refund.

Date _____

Signature: