

**Confirmation Form
INTERNSHIP USA (J-1 INTERN)**

Please email your documents to:
contact@parenthese-london.co.uk

Personal details

Please indicate your last name, first name and **all** your middle names **exactly as they appear on your passport**

LAST NAME F M

FIRST AND MIDDLE NAME(S)

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

EMAIL ADDRESS

NAME OF YOUR SCHOOL OR UNIVERSITY.....

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

Billing address

NAME OR COMPANY NAME.....

ADDRESS

POSTAL/ZIP CODECITY / STATE / COUNTRY

NAME AND EMAIL OF HOST COMPANY CONTACT.....

Dates and fees

DATE OF DEPARTURE / / (MAXIMUM 30 DAYS BEFORE YOUR INTERNSHIP START DATE)
day month year

INTERNSHIP START DATE / /
day month year

INTERNSHIP END DATE / /
day month year

RETURN DATE / / (MAXIMUM 30 DAYS AFTER YOUR INTERNSHIP END DATE)
day month year

ATTENTION : YOUR PROGRAM FEES WILL BE BASED ON YOUR DEPARTURE AND RETURN DATES AND WILL BE CALCULATED AS PER THE EXAMPLE BELOW:

FROM JANUARY 15 TO JULY 15 = 7 MONTHS
 FROM JANUARY 15 TO JULY 14 = 6 MONTHS

Should you choose to make travel arrangements prior to your visa approval, purchase MODIFIABLE TICKETS ONLY.

Fees (including insurance and SEVIS fees)

1 - 3 months	<input type="checkbox"/>	1020 GBP
4 months	<input type="checkbox"/>	1076 GBP
5 months	<input type="checkbox"/>	1148 GBP
6 months	<input type="checkbox"/>	1207 GBP
7 months	<input type="checkbox"/>	1289 GBP
8 months	<input type="checkbox"/>	1346 GBP
9 months	<input type="checkbox"/>	1414 GBP
10 months	<input type="checkbox"/>	1496 GBP
11 months	<input type="checkbox"/>	1553 GBP
12 months	<input type="checkbox"/>	1632 GBP
13 months	<input type="checkbox"/>	1699 GBP
14 months	<input type="checkbox"/>	1761 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"/>	1060 GBP
TOTAL		_____
All fees subject to change without notice		GBP

PLEASE CHOOSE YOUR PAYMENT METHOD:

- CHECK TO THE ORDER OF PARENTHÈSE LTD
- WIRE TRANSFER /BACS (YOU WILL RECEIVE OUR BANK DETAILS BY EMAIL)

Terms and conditions

The above program fees include a handling fee of £100 and your SEVIS fees (£165). All reimbursement requests must be sent by email to Parenthèse who will apply the following conditions:

- **The £100 handling fee is non-refundable, regardless of the reason or date of cancellation.** Should you cancel your application prior to having settled your program fees, **the £100 handling fee will be due to Parenthèse.** However, the fee will be credited towards a future application, should you decide to reapply at a later date.
- The SEVIS fee (£165) 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

- £300 for any cancellation request before departure but after DS-2019 issuance (return of original DS-2019 is mandatory). This fee is reduced to £170 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.

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 Parenthèse or CIEE. Should the timeline not be respected due to the employer, there will be no refund.

Date _____

Signature: