

Your Application

Complete Application Form

– including detailing your work and education history and sending your resume and relevant certificates.

Camp Placement

– if you have a camp placement already then let them know you have applied and ask them to confirm your position by emailing us at trainee@aifs.com. If you are seeking a placement, we'll be in touch with your next steps to get your application live for suitable camps!



First Payment and Video Interview

– once your camp position is confirmed we'll send you a link to make your first payment and book into an interview. This will last approx. 45 minutes and we'll talk about your motivations, your job role, life at camp and your previous work and educational experience. We'll need to see a photo ID such as your passport so make sure to have this ready. It's also a great chance for you to ask any questions you have!

Paperwork

– check your emails for the documents we need from you. This will include a Police Check, Medical Form and two references. Referees should be people who have known you in a recent and supervisory capacity (think current manager/teacher), they cannot be from the organisation you are applying to be a Trainee/Intern in. If you have recently been a Camp America participant we may be able to use some of the documents you have already submitted to us!

Camp Placement and Training Plan


- now it's time to complete that all important Training Plan outlining your role and the training you will receive whilst in the US. This will primarily be completed by your camp. We will send instructions and the link for them to complete after you have submitted your application or you have completed your interview with us. They will require some input from you so make sure to keep in touch with them and respond to all emails. Once complete this will be reviewed by our staff for visa compliance and may be sent back for amendments. When finalised it will be sent for electronic signatures – this will go to all listed supervisors in turn, then to our visa officer, then to you so please keep a regular check of your emails for this and sign as soon as possible.

 **Final Document Submission and Payments**

– if you have not already done so it's time to submit any outstanding documents and make your final programme payments.

 **Apply for your J-1 Visa**

– we will issue your DS2019 form electronically, along with supporting paperwork, and send you full instructions of how to book into a suitable appointment at an Embassy/Consulate close to you. You'll need to prepare for your J-1 visa interview and gather all required paperwork. You should also take the time to review and learn your Training Plan as this will form part of your visa interview. You'll most likely need to attend an in-person interview and you'll be told on the day whether your visa has been granted. The Embassy/Consulate will then hold onto your Passport for 3-10 working days to issue your visa. This will then be sent back to you via the process you selected when booking your appointment.

 **Book your Flights**

– once your visa has been issued you can book your flights to the US! Please make sure to speak with your camp to confirm the best date, airport and time to land; and also confirm with them how you will get to your accommodation once you have arrived. As you are entering the US on a J-1 visa you do not need to book a return flight if you would prefer not to.

 **Prepare for your adventure, travel to the US and start your Programme!**

– you'll be emailed our Orientation materials and your Group Cover documents before you travel. Keep these safe. We will be in touch with a 6 month and final evaluation form for you to complete but please do let us know when you arrive, and if at any point you have any questions then you can contact us at trainee@aifs.com. We also love to hear how you are getting on in the US so do send us any updates you want to share!! We do also maintain an emergency number should you need this, full details are available in your Orientation booklet.