



TRAINING 4 HOSPITALITY

J-1 host guide

your guide to a successful J-1 Intern and Trainee Program



program overview

J-1 INTERN/TRAINEE PROGRAM

The primary objective of the J-1 Intern/Trainee Program is to enhance the skills and expertise of exchange visitors in their academic or occupational fields through participation in structured and guided work-based training and internship programs, and to improve participants' knowledge of American techniques, methodologies, and technology.

Such training and internship programs are also intended to increase participants' understanding of American culture and society and to enhance Americans' knowledge of foreign cultures and skills through an open interchange of ideas between participants and their American associates.

PROGRAM LENGTH & START DATES

6 - 12 months | year round

COSTS TO HOST ORGANIZATION

We charge no costs to the Host Organization. Hosts are required to pay the participant at least federal or state minimum wage .

Host Organizations can help in the costs to the participant by offering to pay for (part of) the visa and insurance costs which the participant has to pay, by offering end of program bonuses, housing etc.

We have found that, especially for Culinary candidates, financial assistance by the Host Organization greatly increases the talent pool.

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Host Requirements

J-1 Visa Programs are overseen by the U.S. Department of State. To qualify for the program, Hosts in our program must meet and follow J-1 Visa program rules and federal program regulations. Hosts must also consent to being visited during the Intern's program by the U.S. Department of State or by T4H's visa sponsoring organizations (only upon request) in order to allow us to ensure the well-being of J-1 participants and to abide by regulatory program rules.

INTERN/TRAINEE COMPANY REQUIREMENTS

Host employers must abide by all federal, state and local labor and occupational health and safety laws, including paying all J-1 participants at least minimum wage.

Hosts must provide proof of a workers' compensation policy or equivalent insurance that covers J-1 participants (or proof of exemption), a Federal Identification Number and either a DUNS number or copy of business registration.

Hosts must provide a professional work environment. Hosts must ensure adequate training is provided with a designated supervisor and help develop the participant. There must also be at least five full-time, onsite employees per Intern or Trainee.

Hosts must have been in business and operational for at least six months, have an English-language website and company-branded email addresses.

Hosts must also agree to complete mandatory program evaluations, and agree to notify us in case of an emergency or any changes to the training plan or supervision.

Hosts must have at least a 3 Diamond rating by AAA or a 4 star rating by Forbes, have 25 employees and a turnover of at least \$ 3 million annually

INTERN/TRAINEE PROGRAM REQUIREMENTS

Provide full-time (32-45 hrs per week), professional-level training and not displace full- or part-time, temporary, or permanent American workers.

Develop an internship program designed primarily to allow participants to obtain skills, knowledge, and competencies through structured and guided training, and create and digitally sign a Training or Internship Placement Plan (DS-7002) within the participants application. This includes identifying employees who are qualified to provide training and supervision in the participants' fields.

At least three rotations for programs six months or longer is required by the regulations. No rotation may be more than three or four months long.

Ensure that Interns and Trainees have sufficient opportunity to be exposed to U.S. culture and business practices and that the host employer's American staff is exposed to the culture and business practices of each Intern's or Trainee's home country.

Not attempt to extend an offer of employment or change the visa status of your Interns or Trainees.

AREAS OF TRAINING IN HOTELS AND RESORTS

Training 4 Hospitality recruits suitable candidates for training positions in Food & Beverage, Front Office and Rooms Divisions or Culinary Arts.

Examples of rotations that could be offered to candidates are:

Front Office/Rooms: Front Desk - Reservations - PBX - Guest Services/Concierge

Food & Beverage: Restaurant Operations - Room Service - Banqueting department

Culinary Arts: Culinary Operations - Seafood Production - Garde Manger - Pastry Kitchen

The U.S. Department of State also offers a list of prohibited occupations for participants on the J-1 Intern and J-1 Trainee visa. Prohibited occupations are seen as unskilled by the Department of State. Examples of these occupations are Housekeeping, Bartending, Doorperson, Table Busser. A full list will be provided by us.

Recruitment Process

We recruit interested students, graduates and young professionals through an extensive network of international universities. As we specialize in the Hospitality industry, these are all universities with a Hospitality department or a full specialization in Hospitality. This results in candidates that are really looking to add value to your Host Organization, and are willing to work hard to expand their skill sets in the area they are being educated in. We offer multiple options for our Host Organizations.

WHAT TRAINING 4 HOSPITALITY DOES

Pre-screening candidates; we want to ensure each candidate is suitable to your Organization and suits its culture. Candidates must also demonstrate maturity during the pre-screening interview with us.

Candidates qualifications; we guarantee each candidate is eligible for the program they are applying for. Training 4 Hospitality only works with Hospitality and Culinary students, graduates and young professionals.

English language assessment; candidates get a score from 1 to 10 in their interviews. Candidates that don't demonstrate enough English proficiency (6 or lower) cannot join our programs. Each candidate must be able to understand all program regulations and Host policies and act accordingly.

J-1 Visa processing; each candidate is issued the necessary forms to apply for a J-1 Intern or J-1 Trainee visa at the embassy in his or her home country. Please note Training 4 Hospitality cannot guarantee visa approval as this is a decision made by the U.S. embassy. We are not a visa sponsoring organization, but partner with multiple visa sponsoring organizations in the United States to ensure an affordable program for participants.

Orientation; during orientation, we explain the program the candidate is applying for in detail, while also providing a realistic idea of what students should be prepared for while living and working in the U.S. In addition, we outline the rules and regulations of the program and give participants information about general expectations and policies their Host employers might have. We are also very happy for our Host Organizations to join our orientation with selected students if you join us on an overseas recruitment trip (see next page).

Culinary Skill Testing; we ensure each student has the necessary maturity to be able to operate in a high-end, high paced, busy environment. We also test students for knife skills and require candidates who are applying for a Culinary Arts position or Culinary Management training to do a knife skill video, which we send to each Host Organization for review.

University Partnerships; by working with universities and colleges from around the world, from Europe to South Africa and from Philippines to Jamaica, we offer a broad range of international candidates to our Hosts. This ensures stumbling blocks, which might sometimes occur during a J-1 Program, are prevented. We find it very important that you are honest about the level of skills you require. We also encourage Host Organizations to inform us of any specific skills that would be preferred or required for a successful J-1 Program so we can prepare candidates.

Advice on building a successful J-1 Program; we understand you might need some help along the way and that's why we are here. We can also advise you on how to develop a successful training plan and can give you tips and examples of great Cultural Exchange ideas for you and your team so you and your participants can get the maximum benefits out of the J-1 Program.

A SELECTION OF J-1 RECRUITMENT OPTIONS

We are as flexible in our recruitment approach as your Organization is. That's why we offer multiple options for recruiting interested J-1 candidates which you as a Host Organization can benefit from.

Join one of our overseas recruitment trips

Training 4 Hospitality organizes recruitment trips throughout the year and you are very welcome to join us on one of these trips. It is the perfect opportunity to travel to a foreign country with our staff to explore the culture of your future interns, trainees or seasonal staff. Travel expenses are paid for by Training 4 Hospitality if you are planning on hiring at least 15 candidates per traveling representative. A typical recruitment trip itinerary looks like this:

Day 1: flight and arrival

Day 2: time to settle in and to explore the city

Day 3: interviews with excited candidates for open intern and trainee positions

Day 4: interviews (depending on how many candidates you are planning to hire)

Day 5: departure

During these recruitment trips we try to keep you as comfortable as we can. We ensure transportation is arranged and that you'll have plenty to do during your free time on this trip.

Virtual Skype Video Recruitment Fair

We are also very happy to arrange a virtual Skype Recruitment Fair if this is your preferred option. For these types of fairs we ensure your preferred number of candidates are ready to interview with you on your preferred date. You'll receive resumes, introduction videos and cover letters of each candidate accompanied with a schedule for the interviews.

After the fair has ended you can decide which candidates you want to hire for intern or trainee positions and supply us with the offer letters for these positions.

Regular Skype or phone interviews

You may be looking for a candidates with different start dates, or you might want to host one intern in February and one in September. In these cases we ensure you have qualified and passionate candidates who are excited to expand their skills and get to know the U.S. culture. Please contact us to let us know when you need a candidate and how you would like to interview them.

CULINARY SKILL PREPARATION FOR INTERNS

We understand Host Organizations require a certain amount of skills for Interns interested in a Culinary Arts internship when operating in a high-end environment or when you have specialty kitchens.

Because we have a broad range of university partnerships we can develop a preparation program at one of our partnered universities. Students who are interested in applying for internships at your Host Organization can follow this preparation to meet the skills your kitchens need.

It is important to realize J-1 Interns are still following a degree in Culinary Management and can therefore only be expected to have skills which are taught in a Culinary degree curriculum.

AFTER YOU HAVE SELECTED YOUR CANDIDATES

After you have selected your candidates, Host Organizations must supply each candidate with an offer letter. This is a training offer for a J-1 Intern or Trainee candidate (which contains an outline of the position, hourly pay, program start date and any other benefits you are planning on offering). These offers are signed by the candidate to confirm the training program.

Upload documents to visa sponsoring organization

Training 4 Hospitality works with a range of visa sponsoring organizations. Visa sponsoring organizations are responsible for approving candidates eligibility and supplying them with the necessary documents to be able to apply for the J-1 visa at the candidates local U.S. embassy. They are also your go-to point of contact in case of emergencies or hick-ups during the program.

Visa sponsoring organizations need some documents to ensure you are a legitimate business:

- Business License or DUNS copy
- Proof of Worker's Compensation Policy (or proof of exemption)
- Federal Identification Number

Visa Sponsor contacts Host Organization

Visa Sponsors will call the Host Organization to confirm the positions and candidates you have selected. They might also ask you for additional or missing information based on the uploaded documents, which they need for regulatory purposes. For Interns and Trainees, visa sponsors also ensure your training plan (DS7002) meet regulatory requirements.

Visa Sponsor processes application

After the visa sponsor has reviewed the application, Training 4 Hospitality handles the documents which candidates need to supply, and the visa sponsor supplies Training 4 Hospitality with DS forms. Candidates need these DS forms to be able to apply for their J-1 visa at their local embassy.

Candidate books appointment at U.S. embassy

After the candidate has received the DS forms, they book an appointment at the local U.S. embassy to apply for the J-1 visa. Because of our vigorous vetting process and careful selection of candidates, we rarely experience visa denials. Host Organizations need to be aware however that the final approval of the J-1 visa can only be given by a U.S. embassy and its staff.

Candidates receives J-1 visa and arrives in the U.S.

The candidate will receive his or her visa within a couple of days. Training 4 Hospitality then helps the candidate with arranging their travel and let's the Host Organization know when the candidates will be arriving. Host Organizations that have specific arrival details are required to let us know these details. It is highly recommended and encouraged to arrange a pickup from the airport or to meet the candidate the next day if they arrive in the evening.

taxes & social security

J-1 participants require a different treatment when it comes to taxation than regular American employees. In this part we will explain everything about withholding taxes and the forms candidates need to fill out on their first day at your Host Organization.

TAXES

J-1 participants are required to pay Federal, State and Local taxes. They are not exempt. While they are in the U.S, J-1 participants are exchange visitors in the non-resident alien tax category. Please consult a tax professional for the most recent tax regulations.

I-9 Form

When the participant arrives at your Organization, they must complete an I-9 Employment Eligibility Verification Form, which notifies the Federal Government that he or she is allowed to work in the United States. The participant will show you his or her passport, I-94 Arrival/Departure Record, J-1 Visa and DS-2019 Form when completing this form. The participant will complete Section 1, and you will complete Section 2. The participant should fill out Section 1 using your company address.

W-4 Form

The participant is also required to fill out a W-4 Employee Withholding Allowance Certificate as soon as he or she starts a J-1 Program. Based on the information provided on the W-4 Form, you will need to calculate the amount of federal, state and local taxes to be withheld from the paycheck. Participants are exchange visitors in the “non-resident alien” tax category. Please consult a tax professional for the most recent tax regulations.

FICA and FUTA withholdings

Under IRS Code Section 3121 (B)(19), all non-resident aliens on J-1 Visas are exempt from paying FICA (Social Security) and FUTA (federal unemployment taxes) taxes during their first two calendar years in the U.S. Since all of our students are only able to undergo programs up to 12 months, all are exempt from these withholdings. Please consult a tax professional to see if students are exempt from state unemployment taxes in your state.

SOCIAL SECURITY

To avoid delays in obtaining a Social Security number, please remind the participant to contact the visa sponsoring organization immediately upon arrival in the U.S. to activate his or her SEVIS record.

The participant will not be able to get a Social Security number without an active SEVIS record. Training 4 Hospitality recommend waiting 5-10 days after SEVIS activation before applying for a Social Security Number, as it sometimes takes a few days for SEVIS information to be updated in the Social Security Administration's database.

To facilitate the application process, we recommend assisting the participant with locating a Social Security Administration Office near your office. Most Social Security offices are only open Monday through Friday from 9:00 am - 4:30 pm and are busiest between the hours of 11:00 a.m. - 2:00 p.m.

When applying for a Social Security number, the participant must bring the following items:

- Their passport, including the J-1 Visa
- DS-2019 Form
- The I-94 Arrival/Departure Record (participant should print online form)
- The 'Dear Social Security Officer' letter, included in the acceptance package from the visa sponsor

If assisting the participant with his or her Social Security application, please use the following tips:

- Use the company address if you would like to help the participant with their taxes throughout their stay
- Check the box labeled "Legal Alien Allowed To Work" for the question regarding CITIZENSHIP
- The mother and father's Social Security Numbers can be left blank

The wait time to receive a card will be 4-6 weeks, but the participant may begin their program and be paid before he or she has been issued a number, provided the participant provides you the receipt letter, which is proof that the application has been given to Social Security. Please see <https://www.ssa.gov/employer/hiring.htm> for more information.

important documents

It is vital all participants of a J-1 Program keep their documents in order and in a safe place. We encourage Host Organizations to help participants to keep their documents and records up to date.

SEVIS

Program participants must contact their visa sponsor within 10 days of arriving in the U.S. to register with the Student and Exchange Visitor Information System (SEVIS). If the participant does not send his or her information to us, he or she will not be permitted to remain in the U.S. Also, the participant cannot apply for a Social Security number until his or her record has been activated in SEVIS.

As a Host Organization, your name and address will also be listed in SEVIS as the participant's site of activity. This tells the U.S. government where the participant will be located throughout the program. Under no circumstances may the participant be moved a different site without first requesting permission in writing from the visa sponsor. Similarly, if your business address, phone number or email address changes, you must notify the visa sponsoring organization within 10 days of the change.

DS2019 FORM (CERTIFICATE OF ELIGIBILITY)

The DS-2019 Form permits participants to intern or train during their stay in the U.S. The form identifies the program sponsor, describes the purpose of the program, and states the time period during which a participant is allowed to work at your Host Organization. In order to obtain J-1 Visas, students bring their DS-2019 Forms, accompanied with supporting documents to the U.S. Consulate in their home country.

Program start and end date; the start and end date on the DS2019 Form are the dates the participant can legally work, intern or train at the Host Organization. The participants are prohibited from working outside the dates on the DS2019 Form. You can find the program start and end date under 3 on the DS2019 Form (see next page).

30-Day grace period; the student is allowed to travel for a maximum of 30 days, starting after the end date of the program.



U.S. Department of State

CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR STATUS (J-NONIMMIGRANT)

OMB APPROVAL

ESTIMATED BURDEN TIME: 45 min

*See Page 2

1. Surname/Primary Name:		Given Name:		Gender:	
Date of Birth (mm-dd-yyyy):	City of Birth:	Country of Birth:	Citizenship Country Code:	Citizenship Country:	
Legal Permanent Residence Country Code:	Legal Permanent Residence Country:	Position Code:	Position:		
Primary Site of Activity:					
2. Program Sponsor:				Program Number:	
Participating Program Official Description:					
Purpose of this form: Begin new program; accompanied by number (0) of immediate family members.					
3. Form Covers Period:		4. Exchange Visitor Category:			
From (mm-dd-yyyy): 05-21-2017		Subject/Field Code: Subject/Field Code Remarks:			
To (mm-dd-yyyy): 05-21-2018					
5. During the period covered by this form, the total estimated financial support (in U.S. \$) is to be provided to the exchange visitor by:					
6. U.S. DEPARTMENT OF STATE / DHS USE OR CERTIFICATION BY RESPONSIBLE OFFICER OR ALTERNATE RESPONSIBLE OFFICER THAT A NOTIFICATION COPY OF THIS FORM HAS BEEN PROVIDED TO THE U.S. DEPARTMENT OF STATE (INCLUDE DATE).		Name of Official Preparing Form		Title	
		Telephone Number			
		Signature of Responsible Officer or Alternate Responsible Officer		Date (mm-dd-yyyy)	

J-1

PARTICIPANT'S INSURANCE

All Training 4 Hospitality participants have basic accident and sickness insurance coverage that meets the requirements of the U.S. Department of State. The participants have been supplied with the insurance policy and insurance card. The insurance card contains a toll free number which participants should call for information about their coverage when necessary.

As with any employee, if an accident occurs while the participant is at Host Organization's site of activity, your Worker's Compensation Policy should provide coverage.

J-1 VISA

Once the participant has his or her DS-2019, the participant may then go to the embassy/consulate to apply for the J-1 Visa. A sticker that is added to the participant's passport by a U.S. Embassy or Consulate in his or her home country (with the exception of Canadian citizens who are not required to obtain a visa and may travel with the DS2019 alone). The participant cannot obtain a J-1 Visa within the U.S.; it must be obtained in his or her home country.

Only an embassy or consulate can issue the J-1 Visa. Training 4 Hospitality has no control over the decisions of the consular officials. Even though we have a vigorous vetting and selection process, a visa denial can sometimes occur. If this is the case, Training 4 Hospitality evaluates the reason for the denial and helps the participant in reapplying for the J-1 visa.

The embassy or consulate processes the visa within a maximum of 5 business days and sends the visa to the participants home. When the participant receives the J-1 Visa, he or she will be able to travel to the U.S. We help the participant to arrange their arrival at the Host Organization in collaboration with the Host.

The J-1 Intern/Trainee Visa (together with the DS2019 Form) allows the participant to:

- Intern or Train in the U.S. during the dates listed on the DS2019 Form
- Apply for a Social Security number

The J-1 Visa is what allows the participant to enter the U.S. The expiration date on the J-1 Visa is the last day he or she may enter the U.S. The program end date on the DS-2019 Form is the last day the participant is allowed to be active at the Host Organization.

DS7002 FORM (TRAINING PLAN)

The Training Plan is essential for any successful intern and trainee program. It is a great resource for the participant to understand what they will be doing at the Host Organization. It is very important the Training Plan is followed closely, because failing to do so is a violation of the regulations.

If you have questions about developing a Training Plan, we are very happy to advise you. If you would like to change the Training Plan it is vital the Host Organization contacts the visa sponsoring organization to get a renewed Training Plan before implementing any changes.

I-9 FORM

All participants have to fill out an I-9 Employment Eligibility Verification Form after arriving at the Host Organization.

Under section 1, please submit the participant is an alien authorized to work.

Participants should download their I-94 admission numbers from <https://i94.cbp.dhs.gov/I94/#/home>

Under section 2, use a passport and the downloaded I-94 arrival record as a List A document. For List C documents, you should use the DS2019 number and the program end date (DS2019 form expiration date located in Box 3).

YOUR RECORDS AS A HOST ORGANIZATION

Upon arrival, it is important to maintain your records as a Host Organization. You should keep the following records for at least four years, or longer if required by local or state law:

- Copy of passport photo page
- Electronic I-94 arrival record which participant has printed
- Copy of the J-1 visa in the participants passport
- Completed I-9 Employment Eligibility Verification Form
- Receipt of social security application or social security card (if the participant already has one)

These documents collectively serve as legal verification of the student's identity and his/her eligibility to intern or train legally while in the U.S.



a successful program

At the heart of all J-1 Programs lies Cultural Exchange. The main purpose of cultural exchange is to gain mutual understanding of people from different countries and cultures. When Host Organizations offer participants in the program an opportunity to intern or train at your property, you must also offer participants plenty of opportunities to share his or her culture with American colleagues. Similarly, it is very important participants gain an understanding of U.S. workplace practices, techniques and methodologies and parts of American culture.

EXAMPLES OF CULTURAL EXCHANGE ACTIVITIES

We make every effort to help Host Organizations benefit from cultural exchange. It is not just beneficial to J-1 participants, but can also be a great opportunity for your team to be exposed to different cultures, languages and foods.

International Food Festival

Our candidates come from all corners of the globe and are a great resource for you, your colleagues and your guests, to experience the authentic flavors of a foreign country without having to leave the U.S. Past Host Organizations have found organizing an International Food Festival a fantastic bonding experience between J-1 participants and your team. If you want to take things down a bit, organizing a typical American pick nick is a great option too.

Team Outing

Getting to know the local area is very important for J-1 participants. As a Host Organization you can play a great role in familiarizing your J-1 participants with your local area. Suggestions for team outings are a museum visit, an art exhibition or a visit to the movies.

Volunteering Event

Get students together for a day or an hour of volunteering! Partner with a local volunteer organization for greater interaction with Americans. Past events Hosts have organized are outreach programs to elderly or poorer citizens. This is a unique opportunity to show different layers of American society.

Celebrate an American holiday

Celebrate holidays like the Fourth of July or Thanksgiving to give participants unique insight into American culture.

START AND END OF SEASON ACTIVITIES

To allow J-1 participants to feel comfortable and at home at your Host Organization and in your local area, we highly recommend you organize a welcome event, breakfast or any other method you prefer. This will help J-1 participant to get to know you and your team better and it creates an informal setting in which the participant is able ask questions.

At the end of the season, Host Organizations sometimes organize a saying goodbye party or outing with the team. This really shows participants how valued they have been and is the perfect opportunity for the Host Organization to end the season.

CULTURE SHOCK

Almost all international participants will encounter some difficulties adjusting to living and working in the U.S. Culture shock is defined as the psychological shock of having to adjust to new surroundings and a new culture that may be dramatically different from one's own.

Signs to a culture shock may be isolation of a participant, or not being very vocal. If you notice signs of a culture shock, it is best to speak to the participant about difficulties he or she might have. As everyone is able to imagine; if you are young and in a new country with a different language sometimes they need a little help to 'warm up' and to adjust to their new surroundings.

HAVING A FANTASTIC EXPERIENCE

J-1 participants can be a fantastic benefit to your Host Organization. Here are some tips to make your experience as a Host Organization something you want to repeat in the future.

Provide Training 4 Hospitality with clear guidelines; while we feel it is our duty to find you the best suitable interns and/or trainees, it is very important that we know what to look for in interested J-1 candidates. Think about level of experience, English language level, Culinary skills and a very clear description of the training description for J-1 Intern/Trainee Program.

Communicate clearly with J-1 participants; most J-1 participant speak English as a second language and it may sometimes be hard for the participant to understand jargon or long words. During your initial meeting with your J-1 participant, make sure you communicate clearly they should ask you anything that is unclear to them, so they feel free to ask you about their training. It is also of great help to use more basic language and prevent the use of jargon.

Roster your J-1 participants in advance; a clear schedule helps J-1 participants settle in at the beginning of the program. It also helps J-1 participants plan their free time and social activities with fellow J-1 participants or Americans, but also to arrange transportation to and from the property.

Set clear rules and deadlines; be sure to explain the rules and policies of your workplace clearly to the J-1 participant. It is also helpful to also hand out your companies handbook for new employees. Deadlines give J-1 participants clarity of what is expected of them.

Emergency Preparation; Prepare students to understand what to do in an emergency, both within your business and their daily responsibilities as well as in the event of a natural disaster or a need to evacuate.



candidate availability

Training 4 Hospitality recruits suitable candidates from Asia and Europe. Our candidates are all studying towards a Hospitality or Culinary Management degree, or have already graduated. This ensures you can have the most motivated and passionate candidates available, as all Training 4 Hospitality participants are looking for a career in the Hospitality industry and are eager to gain valuable experience.

AVAILABILITY OF INTERNS AND TRAINEES

Because we recruit candidates from around the world, our interns and trainees are available throughout the year, which gives our Host Organizations a lot of flexibility.

Most universities around the world have graduation dates in May or November and this is when most candidates will be able to start their program.