


Below you will find detailed descriptions of all required documents for your J1 application with CETUSA. All documents must be in PDF or JPG format and must have English translations. If an explanation on an uploaded document is required, please mention it in the “additional information” box.

- **Copy of Passport-** Expiration date must be a minimum of 6 months after the last day of your program.
- **Curriculum Vitae-** American style resume of your previous work experience, education.
- **Proof of Education-**
 - Intern: Proof of current enrollment or proof of graduation within the last year
 - Trainee: Proof of graduation (degree does not have to apply to training category)
- **Proof of Funds-** Must show name of account holder, date of current balance, and a minimum balance of the equivalent of \$2,000 USD.
 - If you will be using a parent/guardian as your funding for your program, please have the owner of the bank statement write a letter of support stating who they are and their relation to you, their guarantee to financially support you, then sign and date the letter. Please upload this as well
 - If your internship/training is unpaid, you must show an additional (minimum) \$1,000 USD per month on program.
- **Proof of Work Experience (TRAINEE ONLY)-** A letter on company letterhead from your previous employer(s) stating the dates you worked at this company, and your duties. Must be signed by a current employee.
 - If you have a degree, you only need to show 1 year of relevant work experience
 - If you do not have a degree, please provide *at least* 5 years of relevant work experience
- **Participant handbook Acknowledgement and Receipt-** Please sign and date the last page of the Participant Handbook.
- **Application-** Can be completed upon profile completion. A banner will appear above the profile:

 Please [click on this link](#) to review, sign and upload your completed application.

 - If you are the participant in your account, it will allow you to upload and electronically sign the document.
 - If you are a 3rd party creating this profile, you will need to print the document and have the applicant initial, sign and date the application, then upload all pages manually.
- **Training Plan DS7002-** Please read over your training plan carefully, then sign and date in the participant section. Upon approval, CETUSA will send you the fully-executed Training Plan for your reference.