



**Applimates**, an organization based in Cyprus, together with Internships International, LLC ([www.internship-international.com](http://www.internship-international.com)), and CIEE ([www.ciee.org](http://www.ciee.org)), both U.S. based organizations, offers the opportunity to students to gain work experience abroad by undertaking an internship in a foreign country. Students may choose placements in the U.S. or elsewhere; the cost will depend on the country selected and the duration of the program.

Please note that those holding a U.S. passport or have U.S. citizenship are not eligible to apply for this program, even if the Internship takes place outside the U.S.

### **Internship Placement Program**

Applimates works with two organizations to help students locate suitable internships: International Internships LLC ([www.internship-international.com](http://www.internship-international.com)) and CIEE ([www.ciee.org](http://www.ciee.org)). International Internships can place students in many fields (except for Engineering and Medical fields) both within the U.S. or worldwide. CIEE, on the other hand, can only place students in the hospitality field in the U.S.

This program allows students the opportunity to gain work experience in their field of study for a duration of 1 to 14 months. Please note that the length of the Internship may be decided by the employer, not the student. The positions found are not permanent positions **and most of them are unpaid**. **Jobs within the hospitality field in the United States, however, are paid jobs**. The salaries for jobs within the hospitality fields are not standard; it may depend on the employer. The positions, however, are always in respectable hotels, resorts or restaurants.

### **Eligibility Requirements:**

*To be eligible for the Internship Placement Program, you must:*

- Be at least 18 years old
- Be registered as a full-time student at a university or other institution of an accredited postsecondary institution in Cyprus, or have graduated from such an institution no more than 12 months prior to your prospective employment start date. It is advisable to apply within 6 months after you have graduated.
- Have at least a 3.0 CGPA out of 4.0 or 7 out of 10
- Be able to function in an English-speaking work environment. Complete an English language interview, in person or by telephone, by Applimates' consultants.

### **How to apply for the Internship Placement Program**

Students must submit their CV to Applimates by email to [admin@applimates.com](mailto:admin@applimates.com). The CV should include the applicant's full academic history, including information on their secondary school and university study, with the current Grade Point Average at university. The field of study pursued at university level should also be included.

The CV should be accompanied by a cover letter stating why the applicant wishes to apply for the Internship Placement Program and details of the internship the student is interested in pursuing.

If the applicant is approved to apply for the program, Applimates will contact the applicant for a Skype interview in English.

Once Applimates has determined the eligibility of the applicant, the applicant will be instructed on how to complete the application for the program. Students must apply either during the final year of studies in order to be ready to go once studies are completed, or within 6 months of graduating.

Once the applicant has been approved for the program, Internship International will begin the search for a job and the applicant will be called for an interview on Skype with the employer.

### **How much does the Internship Placement Program Cost?**

It depends in the location of the program. Please see below.

#### **1. U.S. Internship Fees:**

All fees below will have to be paid by each applicant:

|   |                           |
|---|---------------------------|
| <b>Application Fee</b> (once the applicant has been approved) | \$80                      |
| <b>Placement Fee</b>  | \$1700 (\$500 deposit)    |
| <b>Visa application Fee</b>                                   | \$160                     |
| <b>SEVIS Fee</b>  | \$220                     |
| <b>Site Visit (only if necessary)</b>                         | \$250 (only if necessary) |
| <b>Internship Program Fees**</b>                              | See below **              |

\*\*Internship Program Fees for the duration Oct 2019 to Sept 2020

| <b>Internship Program Fees (USA)</b> |                  |
|--------------------------------------|------------------|
| <b>Duration in Months</b>            | <b>Fees (\$)</b> |
| <b>0-3</b>                           | \$1,091          |
| <b>4</b>                             | \$1,186          |
| <b>5</b>                             | \$1,286          |
| <b>6</b>                             | \$1,391          |
| <b>7</b>                             | \$1,486          |
| <b>8</b>                             | \$1,590          |
| <b>9</b>                             | \$1,684          |
| <b>10</b>                            | \$1,784          |
| <b>11</b>                            | \$1,889          |
| <b>12</b>                            | \$1,984          |
| <b>13</b>                            | \$2,089          |
| <b>14</b>                            | \$2,182          |

Flights are not included in the above fees and are the responsibility of the student.

**As indicated above, with the exception of hospitality positions, all other positions are usually unpaid and therefore you must prove you can support yourself for the duration of the program.**

What does the Program Fee Cover?

- Screening for program
- Pre-departure orientation
- Medical Insurance for the duration of the program
- U.S. Sponsor support throughout the duration of the program
- Visa and SEVIS application assistance

## 2. Non-U.S. Internship Fees:

For the non-U.S. internships, students must pay the below fees. The duration of the program will not change the cost of the program. Students are responsible for applying and securing their own visa.

|   |                   |
|---|-------------------|
| <b>Application Fee</b> (once the applicant has been approved)   | \$80              |
| <b>Placement Deposit</b>  | \$500             |
| <b>Program Fee</b> – dependent on country/city chosen (London, Paris, Dusseldorf or Cologne, Valencia, Dublin, Westport, Edinburgh <8-12 weeks only>) | \$2,800 - \$3,600 |
| <i>Please ask Applimates for the cost of your particular program</i>  |                   |

**Almost all non-U.S. internships are unpaid** so student must prove they can support themselves during this period.

Visa fees and flights are not included in the above fees and are the responsibility of the student.

### What is your Refund Policy?:

It is the responsibility of the applicant to ascertain that they are indeed eligible for the Internship Program before they apply. Acceptances are conditional that their documentation and CV submitted are true and valid and that the work or educational experience is true and valid. Any discrepancies uncovered during the process of issuance of the visa document by our partner organizations shall be the responsibility of the applicant and refunds shall be made according to our policies as outlined herein:

#### **For U.S. internships:**

1. The Application Fee of \$80 is non-refundable under any circumstances
2. Visa Denials are not the responsibility of Applimates and we cannot get involved in the visa decisions made by the appropriate Embassy/Consulates/High Commissions. There are no refunds of any part of the Application fee or Placement Fee, Visa fee or SEVIS fee if the applicant is refused a visa. Applicants should preferably apply for their visa from their home country.
3. Withdrawal of Application by Applicant or Rejection by Applimates or its affiliates: If an applicant withdraws once an application has been submitted but a placement has not yet been found, the \$500 deposit and the \$80 application fee shall not be refunded.
4. If a Placement is Not found:
  - a. If a placement is not found for the applicant, all fees are refundable except the Application Fee of \$80. International Internships LLC shall be the sole determinant that it has exhausted all

possible placement opportunities and there is no set time frame for this determination. International Internships LLC shall be the sole determinant at to the date that any forced withdrawal or rejection will be made.

- b. If a Placement is found and is denied by the Sponsoring Agency (CIEE – who is responsible for approving your job), a full refund will be given except for the Application Fee of \$80.
5. Withdrawal after placement confirmation:
    - a. If an applicant withdraws an application once a placement has been found, the applicant will not receive any refunds, including the full placement fee if it has already been paid.
    - b. If placement interviews are arranged with potential companies and the applicant does not participate in the interviews as agreed they may be forcibly withdrawn from the program and the deposit shall be forfeit.
  6. Withdrawal after issuance of visa document: If the applicant withdraws after the visa document has been issued by the Visa Sponsor Office for any reason, the applicant will not receive any refunds.
  7. After arriving in the host country.
    - a. If the Applicant cancels his/her Internship Program at any time for any reason after arriving in the host country, no refund shall be provided of any fees paid.
    - b. If the applicant doesn't show up for work or is fired from their internship for any reason, no refund shall be provided of any fees paid.
    - c. If the host company closes or goes out of business, no refund shall be provided of any fees paid.
    - d. All other refund cases shall be at the sole discretion and determination of Applimates and International Internships LLC and CIEE.
    - e. If the applicant must return home during their program due to personal illness, act of terrorism, natural disaster, or the death or severe illness of a parent/sibling there will be no refund.

### **For non-U.S. Internships**

1. The Application Fee of \$80 is non-refundable under any circumstances
2. The Placement Fee of \$500 is non-refundable, unless a placement cannot be secured. International Internships will decide whether options have been exhausted.
3. The Program Fee is non-refundable as this is paid once the