

## **How to prepare the ICCE Application Package**



Dear Applicants,

This guideline is for your ICCE Application Package.  
You are kindly requested to submit the following except “Introductory Video”  
to your local agency within 5 business days after your interview with ICCE.

1. Signed Program Information Sheet
2. ICCE Standard Resume (word format: \*.doc)
3. Introductory Video (submit directly to ICCE)
4. Passport size digital picture (jpeg format: \*.jpg)

## **Stipend**

You will be paid an hourly wage for your participation in a company. You must however, understand that this is not a JOB; you will be an intern/trainee, so you will not get paid as a regular employee. The hourly wage usually varies between \$8 and \$11 which is enough to cover all your living expenses during your stay. There are also some tax exemptions that apply to the participants, so you will not be paying the same tax rates as regular employees, which is good! It is important that you understand that the spirit of this program is not intended for the participants to have a "job", but for them to develop their careers, to learn about the American business drive and to experience a different culture in America.

## **Housing accommodations/ Travel arrangements/ Benefits/ Others**

The companies that receive participants will not offer:

Housing, travel arrangements, reimbursement of program fees, benefits, or anything other than the offered hourly wage. Please keep this in mind always. All of the before mentioned are the participants' direct responsibilities; ICCE will guide the participants through these processes with the proper orientation.

## **Required Documents**

Please be advised that once we have placed you in a position with a company, we will require the following documents to process your placement:

- Passport copy (valid for at least 6 months after the internship start date)
- Official University/College certificate of enrollment or certificate of graduation (diploma) – issued by the institution in English or translated into English by a professional translator (the translation has to be accompanied with the copy of original document)
- Official University / College transcript of records - in English or translated into English by a professional translator (the translation has to be accompanied with the copy of original document).
- 2 Letters of reference from school or any company.
- If the participant has graduated more than 1 year ago s/he has to provide a statement(s) /letter(s) from company (or companies) proving that she has a minimum of 1 year of work experience in the field related to the major – 1 year can be a sum of a couple of periods of employment from different employers.
- Other documents and information will be requested.

## **Introductory Video**

Finally, for your information and for better service purposes, the Introductory Video (which must be included in the Application package) will be uploaded to our platform on the internet, and a link to this video will be provided to the companies that will be reviewing the applicant's profile. ICCE will use this video for this purpose only.

## **Placement Process**

Due to the competitiveness of this program, on average, it takes 3 to 4 months to place a participant in a company. In some cases this can take less or more time.

I certify that I have read and understand the information on this document:

**Applicant's name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant's signature:** \_\_\_\_\_

**[Sample resume]**

**John Doe**

123 Main Street, Buenos Aires, Argentina  
(52)555-555-555 e: jobapplicant@gmail.com

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**QUALIFICATIONS**

Solutions-focused, team oriented Senior Technical Support Analyst with broad-based experience and hands-on skill in the successful implementation of highly effective helpdesk operations and the cost-effective management of innovative customer and technical support strategies. Proven ability to successfully analyze an organization's critical support requirements, identify deficiencies and potential opportunities, and develop innovative solutions for increasing reliability and improving productivity. A broad understanding of computer hardware and software, including installation, configuration, management, troubleshooting, and support.

**WORK EXPERIENCE**

March 2007 - Present

**Junior Software Engineer** - Tower Systems / San Diego, CA

Developed part of the core of the product TowerWorks: an administration platform for ASP (Application Service Provider). Developed tools for customization and integration with third party products. Designed and programmed the UNIX provisioning system.

April 2006 – February 2007

**Computer Programmer** - Sun Star Industries / San Diego, CA

Developed and tested the code for accounting tasks within the corporation, including cost estimating, salary computation, purchased supplies, monitoring 20 others associates. Worked on CAD support applications in C.

June 2005 – February 2006

**Systems Support** - Chase Bank / London, England

· Provide comprehensive system support, configuration, maintenance, and training for Providian Bank and promoted value added products and services for existing clients.

**EDUCATION**

**Diploma in Computer Science**

BS degree in Computer Science – Universidad Catolica de Buenos Aires - Feb, 2001 – Jan, 2005

**TECHNICAL SKILLS**

Linux/Unix (Advanced) · Windows 9x/NT/2000/XP (Advanced) · Oracle (Advanced) · FoxPro (Intermediated) · DBase II C (Intermediate) · C (Intermediate) · BASIC (Intermediate) · MS Office (Advanced) · MS-Money (basic) · Encarta (basic)

**OTHER SKILLS**

**Languages**

English (Advanced); French (Intermediate); Spanish (Native).

## 1. General Guidelines

- 1 minute video, (maximum 1min 30 sec and no larger than 200MB), any longer or larger will not be accepted.
- Video should be made with a digital camera, video-camera or web-camera.
- The candidate can be sitting or standing (but not moving around), and the background must be a wall with nothing on it.
- Reading is strictly prohibited; you must be or at least appear to be very spontaneous.
- What the candidate says in this video CANNOT be exactly what it says in the candidate's resume. Candidate cannot be reading or paraphrasing his/her resume.
- Video must be prepared following the Introductory Video Guidelines.

## 2. How to prepare “Introductory Video”

### A. All videos must begin with the following:

- Greeting: **“Hello ICCE Team”** (You must say this at the beginning of the video).
- Introduction (Who are you?): *First and Last Name, Nationality, what do/did you study, what degree you pursue or graduated with (Bachelor, Master, other), Name of University.*

### B. If the candidate has some work experience or has worked on projects he/she can address any (not all) of the following:

*(The candidate must choose the most relevant topics he/she will talk about.)*

- Special skills/knowledge, relevant work experience, relevant courses or seminars taken, or projects you have worked on and wish to emphasize on.
- Say something about yourself that we would not know from looking at your resume.
- What have you achieved/accomplished that you are proud of? (related to education, work, projects or others)  
Examples: *Won a scholarship / won a contest / were in the top ten of your class / others.*

### C. If the candidate is still a student and/or has little or no work experience, he/she can address any of the above, and/or any of the following:

*(The candidate must choose the most relevant topics he/she will talk about)*

- What motivates you to participate in this program?  
(Improve your technical skills? Gain experience in a developed country? Learn from American Business methods? Experience culture and life in America? Get hands-on experience?)  
**\* NOTE: DO NOT use all of these given examples, use only 1 and say it in your own words.**
- Where do you see yourself in 10 or 15 years? Doing what?
- You can say you:  
(are a hard working person / are a team player / you work well under pressure / are a goal-oriented person / are good with time-management / are an independent person / like new challenges / enjoy meeting new people)  
**\* NOTE: DO NOT use all of these given examples, use only 1 and say it in your own words. You can also say something different that describes you.**

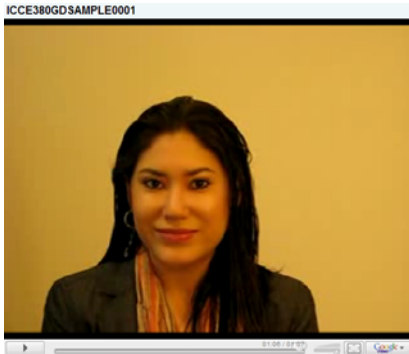
### D. Things the candidates **MUST NOT** talk about or include in the video:

- Do not say you want to improve your **English** by participating in this program.
- **Field** you are looking/wanting to participate in.
- **Type of company** you are looking/wanting to participate in.
- **Type of position/duties/technical skills** you wish to be involved in, or learn.

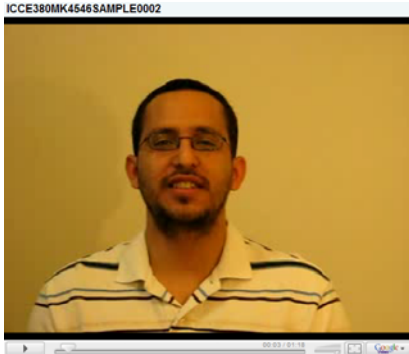
- Do not mention **any personal plans** during the internship in USA which are far from the purpose of the J1 Internship program (language school studies, graduate school, looking for other job opportunities, religion activities or similar).

### 3. Sample Videos

<http://video.google.com/videoplay?docid=8600313358362266991>



<http://video.google.com/videoplay?docid=3490261040072520880>



### 4. How to send “Introductory Video”

The candidate (**not the Agency**) is responsible of sending the video directly to ICCE following this process:

- After you prepared the Introductory Video, you will:
- Go to <http://www.sendspace.com/> (or other source that may be provided in the future).
- Upload your video using the (browse button).
- In the Description field the candidate will write his/her FULL name.
- In the Recipients Email field you will write ([video@icceusa.com](mailto:video@icceusa.com))
- In the Senders field you will put your personal email address.
- Note: The Candidate is not required and does not need to sign up on this website

*Thank you for your participation!*