



TRAINEE PROGRAM

The Swedish-American Chambers of Commerce of the United States of America, Inc.

Check List for J-1 Visa Application

Please print out, put a check mark next to completed items and submit with all documents to Cecilia Kullman, ck@sacc-usa.org, fax +1 202 536 1501. If the e-mail with attachments exceeds 10MB, please divide into two e-mails.

Name:

I have read the Instructions, <http://sacc-usa.org/trainee/for-trainees/j-1-visa-application/>

I have read the document *"Information, Regulations & Guidelines for the Exchange Visitor Program,"* <http://sacc-usa-dev.org/trainee/for-trainees/j-1-visa-application/information-regulations-guidelines-2/>

I have read the Pre-arrival Guide

I am available for a telephone conversation at the following times:

I have completed and am submitting the following:

Intern/Trainee Application Form

Intern/Trainee Agreement

CV

Letter of application (see Instructions)

Insurance verification

Insurance policy or summary of policy or copy of insurance card

Financial Verification

Financial Verification not needed (sufficient stipend)

Transcript **or** diploma **or** proof of 5 years work experience

Two letters of reference (see Instructions regarding letters in Swedish, etc.)

Copy of passport

Questions/Notes:

I understand that once SACC-USA has reviewed my application and received the Training Offer and Training Plan from my host company, SACC-USA will give me the go-ahead to make an appointment for a visa interview at the U.S. Embassy in Stockholm and that instructions are available at

<http://stockholm.usembassy.gov/consulate/book9.html>

SACC-USA

• HOUSE OF SWEDEN, 2900 K STREET N.W., SUITE 403, WASHINGTON, DC 20007, USA •
PHONE: +1 202-536-1520 • TRAINEEPROGRAM@SACC-USA.ORG • WWW.SACC-USA.ORG/TRAINEE