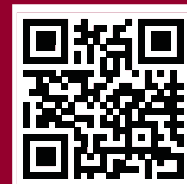


2017 CCIP

The Cross Cultural Internship Program
www.theccip.com

Summer Internship
in New York City



Application Cheat Sheet



Sign up for an Info Session and Intro Interview when registering your account (www.theccip.com/reg) or after logging in. If you are away, or if there are no interviews given at the time, complete docs 1-11 then contact us via Skype chat.

A Application steps

The process involves two steps. First, complete and upload docs 1-11 and attend an Info Session and Intro Interview. Pass the Intro Interview and obtain a Final Interview invitation from us. Sign up for one, complete docs 12 and 13, and attend the interview.



Complete
docs 1-11



Attend
Info Session &
Intro Interview



Final Interview
Invitation



Complete
docs 12-13



Attend
Final Interview



First installment
within 72 hours
after acceptance

B Requirements

1 EVP J-1 Intern requirements

Prospective visa applicants must be sponsored by one of the 98 designated visa sponsors (J-1 Intern) and meet the EVP requirements:

- Full-time students currently studying at a degree- or certificate-granting postsecondary institution
- Sponsored by a designated visa sponsor of the US Dept of State Exchange Visitor Program (J-1 Intern)
- Have not previously participated as a J-1 Intern, or are participating again under special conditions
- Can demonstrate relevance between occupational category and their academic training

2 Program requirements

Submit unofficial transcripts while applying and official transcripts after acceptance. Freshmen who haven't received their first postsecondary transcript may submit their last high school transcript.

- Degree-pursuing, full-time bachelor's or master's
- 18 years of age or older, or will be age 18
- CGPA of 2.5/4.0 or more
- Not on academic probation
- Clean criminal and US immigration records
- Good health
- Sufficient finances
- Satisfactory level of English proficiency

A passport undergoing renewal (with docs 2 and 8 declined) will not interfere with the timeline. If you do not have a passport valid through Dec 31, 2017, immediately apply for one.

3 Supporting documentation

You may run the docs by us via Skype chat ([fusia_18](https://www.skype.com/join/fusia_18)) before uploading them.

- Doc 1 Professional Portrait
- Doc 2 Passport (valid through Dec 31, 2017)
- Doc 3 Proof of English Language Proficiency
- Doc 4 Proof of Financial Solvency
- Doc 5 Postsecondary Transcript(s)
- Doc 6 Student Identification Card
- Doc 7 Student Agreement
- Doc 8 Student Application
- Doc 9 CCIP Resume
- Doc 10 Medical Clearance
- Doc 11 Intro Interview Questionnaire
- Doc 12 Final Interview Questionnaire
- Doc 13 Host and Session Preferences
- Doc 14 First Installment

Q? Contact us via Skype chat ([fusia_18](https://www.skype.com/join/fusia_18)) or Email Center in your User Panel.

Rev Feb 5 2017

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The third and final recruitment window begins on February 4



C Considerations

1 Ideal for professional advancement. The program features small- and medium-sized enterprises (SMEs) in a variety of industries as well as government agencies. While big companies may offer more structured, systematic workflows, SMEs typically offer more opportunities to interact with decision-makers. Government agencies require a more thorough screening.

2 A balance of accessibility and diversity. The program takes place in NYC. Though it is not an ideal place to learn American English or experience middle American culture, it is a wonderful setting for accessing world-class museums and cultural opportunities without a car.

3 Holistic experiences; well-rounded and unique program culture. CCIP emphasizes a holistic program in which participants' in-office internships and outside experiences reinforce each other. The program encourages participants to develop leadership through active involvement in administration. Students' performances are assessed on a holistic basis, and hard work is praised via award letters and certificates. After the program, many students maintain a strong bond with each other.

4 A cohesive culture. CCIP is characterized by a cohesive culture in which people live together and socialize in groups. Though it may not appeal to students looking for an individual cultural immersion, the program appeals to students who want to explore various opportunities as part of a friendly group.

5 Application duties stress competency and commitment. While internships in many other countries are not regulated, CCIP is government-regulated and administered directly by a designated visa sponsor, ensuring credibility. In terms of administrative demands, this program is slightly more strenuous than others.

D How to ace the application

1 Ensure entered information matches submitted docs. Our system is designed to be in sync with the SEVIS system. Any discrepancies can jeopardize your visa application. In case of changes, notify us and amend within 48 hours.

2 Increase the chance of being placed with your preferred host choices. Most hosts do not require another interview. Hence, we rely on students completing the docs as an aptitude test to gauge their attitude and competency and to support the host placement decisions.

3 Follow the magnifying-glass icon instructions. Some docs require indicating remarks and/or signing with a pen; some require completion of an online panel. If the file consists of multiple pages, combine them into one file in PDF format (under 5 MB), right-side up; one image per page; oriented as a portrait. Complete doc 8 before others. Check your email for comments. If declined, amend and resubmit.

E Resume workshop

1 Ensure that your resume is self-explanatory, thorough, and unique. Your resume will be circulated among prospective hosts, and it will be compared to others. Treat it as free ad space, and present yourself professionally. If you don't have past work experience, indicate your high school activities. Keep your self-intro general; omit specific host names unless otherwise instructed. Refer to our sample.

2 Demonstrate your English proficiency. Pay attention to consistency, punctuation, spacing, and capitalization. If time allows, have a professor or someone experienced review it.

3 Follow resume specifics (e.g. tense, sentence structure, etc.). A standard resume has experiences listed in chronologically descending order, beginning with an action verb. Use simple present tense for current roles (and past tense for past roles).

4 Present a self-explanatory and easy-to-navigate portfolio. Graphic design, architecture, M&E, and CS majors must indicate a website showing work where readers can see examples. Use <http://issuu.com/> to display 2D art or any website that serves the same purposes.

- M&E/Architecture: AutoCAD
- 2D Design: Photoshop, Illustrator, and InDesign
- 3D Design/animation: Maya and Rhinoceros
- Video: Premiere and After Effects
- CS/IS: Prog languages, platform, and/or software
- Sing Tao reporter: Chinese articles and photographs