



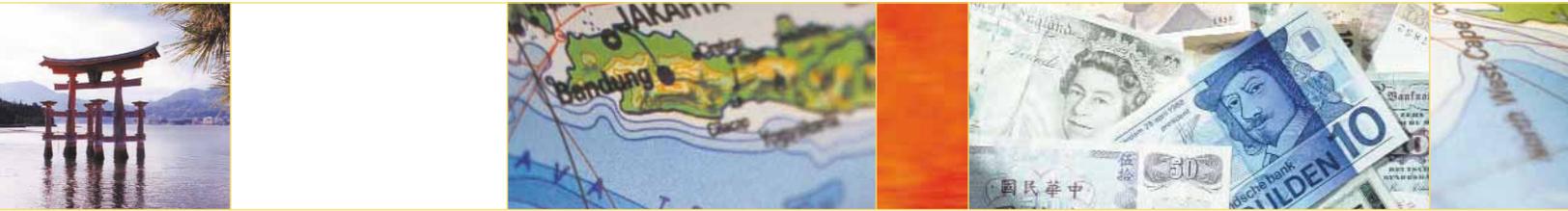
# Americans Abroad Program

>>> Where a world of practical  
experience begins.



Association for  
International Practical Training

# AIPT Americans Abroad Program



## Join our unique initiative for cultural-work exchange!

The Association for International Practical Training (AIPT) has a 50-year tradition in programs sending Americans abroad for work-based experiences. In recent years, AIPT has witnessed the need for more Americans to gain international work experience. Therefore, in 2000, AIPT celebrated its 50th anniversary by launching a renewed initiative on the Americans Abroad Program. The program goals are three-fold: to help more American graduates discover that experience is the best teacher AND the world is the best classroom; to help Americans learn international business styles and perfect their language skills; and to bring their skills and energy to America's trading partners.

We invite you to participate in the AIPT Americans Abroad Program. There are several ways to get involved:

- as an employer,
- as an American participant, or
- as a benefactor to an AIPT Americans Abroad scholarship or development effort.

Join us! Help to build these important bridges between American citizens and the world.

### Americans Abroad Program—Participating countries:

Austria  
France

Finland  
Germany

Malaysia  
Switzerland

United Kingdom

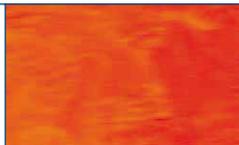


# Employers

## TALENT TO HELP ADVANCE COMPANIES IN THE GLOBAL MARKETPLACE

AIPT Americans Abroad can help your company move ahead—at a surprisingly low cost and with minimal bureaucracy.

Companies like yours can take advantage of the American talent pool— young professionals who are flexible, curious, well-educated, proficient with technology, and highly motivated—to fulfill short-term goals. Multi-national companies can utilize this program to send new recruits abroad and assess their suitability for permanent assignments. AIPT has even helped U.S.-based companies to send employees abroad for temporary assignments to improve their skills or help prepare for entry into a new market. The program is quite flexible and can meet most project needs.



>>> “An international exchange candidate brings to your staff a self motivated, positive and focused individual,” says Robert Catlin, director of food and beverage at the London Marriott Hotel at Grosvenor Square. “They bring new ideas and work practices to the property, and most importantly they are people who WANT, rather than need, to be working in this industry. They are passionate about their careers and are therefore a pleasure to work with.”

## THE PRACTICAL BENEFITS OF AMERICANS ABROAD

### Employers will benefit in a variety of ways!

American participants:

- Bring specialized talents—proficiency with computers, English-language skills, a high level of motivation, flexibility, and the willingness to take on challenges
- Broaden the employer's horizons and help to expand American business contacts
- Provide an American business perspective and help to explore future opportunities in the U.S. market
- Help to quickly and easily add human resources to complete projects that don't require a permanent placement
- Add a multi-cultural dimension to the workforce

Work placements for the Americans Abroad Program can take many forms—from entry-level to mid-level positions in a wide range of industries. The programs can extend from 6 to 18 months. American participants work and learn on the job overseas, participating in the day-to-day working life. They return to the United States with a deeper understanding of the host country's role in the global economy and an appreciation of its culture.

## AIPT HAS CANDIDATES READILY AVAILABLE

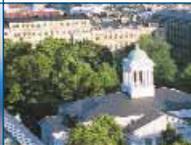
There is a tremendous demand for international work experience opportunities.

Companies can select from a variety of motivated candidates. AIPT offers:

- Recruitment and placement assistance—Our network of contacts with top universities ensures a selection of high caliber candidates. Once an employer selects a candidate, AIPT will make the arrangements to obtain the work permit authorization.
- Work permit authorization services—For employers that have already identified an American candidate, AIPT can facilitate the work permit documentation and visa processing.

## EMPLOYER OBLIGATIONS

1. Full-time opportunity—Employers must agree to provide a full-time position involving hands-on work in the company at a level appropriate for the American participant's background and skills.
2. Work agreement—Employers must enter into a fixed-length written work agreement with the program participant and define a job title, job responsibilities, and provide a positive learning environment for the participant.
3. Fair wages—Employers must pay each participant a fair salary for the duration of the agreed upon fixed period.



### TO GET STARTED IN THE AMERICANS ABROAD PROGRAM:

Contact AIPT by e-mail at [aipt@aipt.org](mailto:aipt@aipt.org) or visit our Web site, [www.aipt.org](http://www.aipt.org), to complete the necessary forms.

And, remember that AIPT programs are reciprocal! Employers can also arrange for their employees to do practical training in the United States through other AIPT cultural-work exchange programs.



# Young American Professionals

## THE IMPORTANCE OF WORKING ABROAD

More than 100,000 American undergraduates study abroad every year. They come back transformed by the experience, eager to go abroad again.

For those students who have not studied abroad, an international work experience can be a catalyst for almost any career. Universally, it is one of the things employers look for, not only for the technical skills learned abroad, but for what it shows about the candidate: grit, curiosity, independence, and a willingness to take on a challenge.

There is no better way to get international experience than through a paid professional internship arranged by AIPT. Find out how you, too, can participate!

Go There. Live There. Work There.

>>> "I credit AIPT for providing the means to begin a rewarding professional and personal journey—a launching point for an international career," says Jennifer Sallis, director of corporate training, L'Oréal USA





## THE BENEFITS OF AN AMERICANS ABROAD PROGRAM

*You'll learn. You'll grow. You'll get ahead.*

- Enhance career potential with international skills
- Perfect foreign language competency
- Develop cross-cultural understanding
- Build lasting ties with people in other countries
- Experience tremendous personal growth

Young professionals who wish to compete successfully in the global marketplace will certainly need technical knowledge and skills; however, candidates in high demand will also have the ability to perform and excel in a cross-cultural setting.

## BUT IT'S NOT ALL ABOUT CAREERS

*Living and working abroad promotes intellectual and personal maturity, stimulates independent thinking, and builds self-confidence.*

Americans Abroad participants have learned not only about other countries, cultures, and people, they have simultaneously learned about themselves and about life in the United States. Participants will develop a global outlook, becoming aware of the links between nations and cultures, the universality of human values, and the value of cooperation. They come to understand not only the extent, but also the limits of U.S. power and influence. Americans Abroad participants learn that many countries have important roles in the new world order, and that much global activity is just that, global, with its base in no single nation.

Becoming conscious of an American identity, understanding cultural heterogeneity, and getting a sense of the emerging balance of powers—commercial, political, cultural—in the world. That may seem like a tall order, but it all comes as a result of an international practical training experience.

Overwhelmingly upon return, program participants say that choosing to work abroad was the best choice they ever made. At the same time, they may also say it was their most challenging ever accomplishment, but participants come back to the United States with more tolerance, confidence, and maturity because they have faced new challenges—and they passed.

## WE ARE ALWAYS THERE FOR YOU

AIPT provides superior support and service to participants throughout the program. AIPT is committed to quality programs, ensuring successful outcomes for both participants and host employers.



>>> PROGRAM HIGHLIGHTS

The Americans Abroad Program arranges work authorization for paid professional work experiences for young Americans between the ages of 18 and 30\*. Our half century of experience and network of corresponding organizations in other countries helps to keep costs and paperwork to a minimum, allowing us to concentrate on providing the essential services that make exchanges work.

Individuals and companies alike may initiate the process of arranging a work experience.

Many of our clients have already found each other and call on AIPT to handle the work authorization and legalities.

\*The program's basic requirements are simple. American participants must be between the ages of 18 and 30 and hold a valid U.S. passport. They must have a year of work experience or a degree that qualifies them for the work being done during the work experience. Employers must agree to pay the participant a fair wage. Most work experiences are for a 12-month period, but shorter stays and also extensions up to two years are possible in some cases. Other requirements vary by country.

# Next Steps: Getting Started...

Once you have identified a position, AIPT can assist you with work permit documentation.

## STEP 1

>>> **Verify your eligibility for the Americans Abroad Program.** Candidates that do not meet requirements for Americans Abroad may be eligible for other AIPT programs (see inside back cover).

Eligibility: To qualify for an Americans Abroad Program, candidates must...

- Have either a college/university degree or at least one year of recent, relevant work experience in the career field of the desired position abroad
- Be 18-30 years of age (age limits vary by country of destination)
- Be conversationally proficient in the language of the host country
- Be U.S. citizens and hold a valid U.S. passport
- Be a non-student in most cases (candidates cannot apply as students for France or Switzerland)

## STEP 2

>>> **Apply to AIPT. If you meet the eligibility requirements,** complete the AIPT Americans Abroad Program Application (see forms in back) and additional documentation required by the host country. If the additional country-specific forms are not in the pocket of this brochure, please contact AIPT for more information. Your employer will also need to complete the Employer Registration Form provided by AIPT (see forms in back).

>>> AIPT programs further the international exchange of ideas and skills, and foster interaction and mutual understanding between people of different cultures and nations.



### STEP 3

>>> **Submit your complete application.** Send your completed forms to AIPT by e-mail, fax, or post. AIPT and the host country authorities will review your materials, and the host country authorities make the final decision on work permit authorization. The processing time for the work permit is approximately six to eight weeks.

E-mail: [aipt@aipt.org](mailto:aipt@aipt.org)

Fax: +1 (410) 992-3924

Post: AIPT Americans Abroad Program  
10400 Little Patuxent Parkway, Suite 250  
Columbia, MD 21044 USA

### STEP 4

>>> **Go!** When your program is approved, you will receive official documents authorizing you to work in the host country for the agreed upon program length, typically one year. In some cases, you can extend your stay longer, but this option varies by country. Once you receive your work permit, you can begin to make your travel plans.

# FAQs about the Americans Abroad Program



## Why go abroad with AIPT?

An established leader in international work-based exchanges, AIPT has arranged on-the-job training for nearly 50,000 individuals from around the world. For over 50 years, AIPT has provided high-quality programs that enhance the ability of individual participants, employers, and host organizations to meet the opportunities and challenges of the global economy. AIPT is committed to providing American professionals with opportunities to gain global competencies and broaden international understanding through experiential learning.

## What are the eligibility requirements for an American candidate?

Prospective Americans Abroad candidates must have a college/university level degree or one year of recent, relevant work experience in the desired field of training, be 18-30 years of age (age requirements may vary by country), have conversational proficiency in the language of the host country, and be a U.S. citizen and hold a valid U.S. passport.

## Is my firm eligible to participate in the Americans Abroad Program?

Typically, employers participating in the Americans Abroad program are private sector companies located and registered within the country of destination.

Companies can be for-profit or non-profit, and in some cases, public agencies may qualify. Beyond that, if you are ready to put to good use the talents of young American professionals and are willing to meet the requirements in the next paragraph, your company is eligible.

Employers must offer trainees a full-time position for a fixed length of time and at a level commensurate with the trainee's background, skills, and goals; work with AIPT and the trainee to enter into a written work agreement (signed by both you and the American participant), and

agree to pay participants a fair wage for a fixed period of time as defined in a written work agreement.

## In what countries does the program operate?

The Americans Abroad Program is currently active in Austria (hospitality only), the United Kingdom, Germany, France, Switzerland, Finland, and Malaysia. AIPT will add more countries as the program grows.

## What if I want to work somewhere besides the above-named countries?

If you are a university student or recent graduate in a technical field, you may be eligible for a program under the International Association for Technical Experience for the Exchange of Students (IAESTE), a student program of AIPT. IAESTE can assist students in technical fields, such as computer science and engineering, to work abroad in over 80 countries across the globe. For more information and to see if you are eligible for the program, please visit IAESTE's Web site at [www.aipt.org/iaeste](http://www.aipt.org/iaeste).

## Do I need to speak the language of the host country?

Yes. AIPT requires that all American participants have at least a basic proficiency in the language of the host country, regardless of the foreign employer's requirements. Language mastery will improve your performance on the job and make your stay much more enjoyable. Proficiency in the language means being able to speak, write, and comprehend the language at a level that allows you to communicate on a daily basis.

## What is the processing time for an application?

The processing time for work-permit applications is six to eight weeks. Delays occasionally occur, however, particularly in August. Therefore, you are encouraged to begin the work-permit process as early as possible.

## Where will I live?

Housing arrangements are your responsibility, but AIPT will provide helpful information on finding housing. Employers and cooperating organizations may also provide assistance. Depending on the destination city, typical housing will be an apartment or shared house. As a general rule, arrangements for permanent housing are difficult to make prior to arrival.

## How much money should I bring?

It is advisable to bring savings sufficient to support the first month of living expenses—approximately \$2,000. Remember that many employers pay salaries on a monthly basis, so you may not receive your first paycheck for 30 days.

## Do I need medical insurance?

AIPT strongly recommends that you arrange adequate medical insurance, including basic medical and evacuation/repatriation coverage, before leaving the United States. Insurance requirements do vary by country, and you can contact AIPT for more information. If you are not insured by the foreign employer and do not have your own insurance plan, you may purchase insurance coverage from AIPT at a reasonable cost.

## What are the financial responsibilities of my employer and myself?

The employer is required to provide a maintenance allowance sufficient to cover your living expenses. You are expected to pay all program fees. You are also typically expected to cover all international and domestic travel costs to and from the employer's location, as well as personal expenses.

For further information, please visit our Web site at <http://www.aipt.org>, call us at +1 (410) 997-2200, or e-mail us at [aipt@aipt.org](mailto:aipt@aipt.org).



**Location of Position (job site)**

Street Address (if different from above):			
City:	State:	Postal Code:	Country:
Nearest Airport:			
Will employer assist with housing? <input type="radio"/> Yes <input type="radio"/> No		Approximate monthly cost of housing?	
Transportation Available: <input type="radio"/> Bus <input type="radio"/> Train <input type="radio"/> Must Own Car <input type="radio"/> Other: (please specify)			
Medical Exam Required <input type="radio"/> Yes <input type="radio"/> No If yes, please explain:			
Will a contract be signed between employer and trainee <input type="radio"/> Yes <input type="radio"/> No			
Outline of training plan — <i>Please attach on additional sheet if not completing electronically.</i>			
1. How would it be beneficial to your company to offer this training position?			
2. Training syllabus or chronology			
a. Itemize the various departments to which the participant will be exposed and include length of time spent in each area.			
b. List new skills the participant will learn in each area.			
c. Report how the participant will be supervised and evaluated in each area.			
3. Objectives of training			
a. State those objectives that the participant is to achieve.			
b. State how these objectives relate to the participant's previous experience.			
c. State how these objectives will assist the participant in furthering skills within the field of training.			

**Company Contact to Receive AIPT Correspondence (if differs from supervisor):**

First Name:	Last Name:	Title:
Phone Number:	Fax Number:	E-mail address:

*This position agreement was authorized by:*

Name: \_\_\_\_\_ Tel: \_\_\_\_\_

Title: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Source: \_\_\_\_\_

Employer ID: \_\_\_\_\_

Entered by: \_\_\_\_\_

**PLEASE SEND COMPLETED FORMS TO:**



Association for International Practical Training  
 10400 Little Patuxent Parkway • Suite 250 • Columbia, MD 21044-3519  
 phone + 1 (410) 997 - 2200 • fax + 1 (410) 992 - 3924  
<http://www.aipt.org> • e-mail: [aipt@aipt.org](mailto:aipt@aipt.org)

# Americans Abroad Application



## You are eligible for this program if you:

1. Are a U.S. citizen.
2. Hold a valid U.S. passport.
3. Are between the ages of 18 and 30.
4. Have either a college/university degree or at least one year of recent, relevant work experience in the career field of the desired practical training position abroad.
5. Have a conversational proficiency in the language of the host country.
6. Are a non-student (candidates cannot apply as students for France or Switzerland).

## Guidelines for completing application:

1. All responses on this application should be typed or printed neatly.
2. Complete all items fully.
3. The appropriate program fee must accompany the application. Please see country specific information in the back cover pocket for appropriate fee.
4. Include all required supporting documents. For the full list of documents, please see "Supporting Documents" section.
5. Please fax completed forms to +1 (410) 992-3924.

Desired Destination (city/country):	
Have you ever applied to or participated in an AIPT program? <input type="radio"/> Yes <input type="radio"/> No	If yes, give dates:

### Biographical Information

Surname:		First Name:		Middle Name:	
Birth Date (month/day/year):			Birth Place (city/state/country):		
U.S. Passport Number:		Passport Expiration Date (month/year):		Sex: <input type="radio"/> Male <input type="radio"/> Female	
Marital Status: <input type="radio"/> Single <input type="radio"/> Married			If married, will your spouse accompany you? <input type="radio"/> Yes <input type="radio"/> No		
<i>Married Participant, please note: Your application will be accepted only on the condition that you are aware you will be paid a maintenance allowance sufficient for a single trainee. No increase will be given due to marital status. You will be responsible for any costs incurred on behalf of your spouse or dependents.</i>					
Race/Ethnic Identity (check all that apply): <input type="radio"/> Asian <input type="radio"/> African American/Black <input type="radio"/> Caucasian/White <input type="radio"/> Hispanic (This information is for statistical analysis only) <input type="radio"/> Native American <input type="radio"/> Other:					

### Contact Information

Permanent U.S. Street Address:		City:		State:		Zip:	
E-mail:				Tel:			
<i>Please note that all AIPT documentation will be sent to the above permanent address.</i>							
Current Street Address:		City:		State:		Zip:	
E-mail:				Tel:			
Current address valid from (month/year)				to (month/year)			
Are you in the country to which you are applying? <input type="radio"/> Yes <input type="radio"/> No							
If yes, then state: 1. Dates from (month/year) to (month/year) 2. Reason: 3. Current visa status:							

### Emergency Contact

Name:		Tel (daytime):					
Relationship:		Tel (evening):					
Address:		City:		State:		Zip:	

### Background Information

<i>Please note that a complete resume/CV must accompany your application. See section on Supporting Documents for requirement.</i>							
<b>SCHOOL</b> (current or last attended):							
School Name:				School Location:			
Major(s):				Minor(s):			
Dates of Study: from (month/year)				to (month/year)			
Degree or Certificate:				Total Years Required for Degree:			
<b>EMPLOYMENT</b> (current or most recent employer):							
Company Name:				Supervisor Contact:			
Street Address:		City:		Province:		Country:	
Postal Code:				Tel:			
Position Title:							

### Personal

Are you medically fit? <input type="radio"/> Yes <input type="radio"/> No		If no, please explain:	
<i>Please note that many countries will require a medical examination.</i>			
Do you have any physical handicaps? <input type="radio"/> Yes <input type="radio"/> No		If yes, please explain:	

### Foreign Language (applicable to host country)

Foreign language(s) spoken:	Number of years studied:
How learned: <input type="radio"/> University <input type="radio"/> High School <input type="radio"/> Other:	Course level completed:
Please provide a brief description of your proficiency in the language of the host country and your background with that language:	
Write two to three brief sentences in the foreign language you speak:	

### Foreign Language (applicable to host country)

(Please rate yourself in each of the following categories.)		Excellent	Good	Fair	Poor
Language:	Comprehension Speaking Reading	<input type="radio"/> <input type="radio"/> <input type="radio"/>			
Language:	Comprehension Speaking Reading	<input type="radio"/> <input type="radio"/> <input type="radio"/>			
Language:	Comprehension Speaking Reading	<input type="radio"/> <input type="radio"/> <input type="radio"/>			

### Personal Statement

Please explain the reasons why you are seeking an overseas work experience in the country you have selected. Describe the skills that you will bring to a prospective employer and the skills that you expect to learn from your international work experience. Include in your response how you will apply the experience to your future endeavors upon return to the United States (500-1000 words. Attach response on a separate sheet of paper.)

### Prospective Employer

Company Name:	Industry/Business Type:		
Contact Name:	Title:		
Street Address:	City:	Province:	Country:
	Postal Code:	Tel:	
Contact E-mail:			
If job site location differs from above please specify address:	City:	Province:	Country:
	Postal Code:	Tel:	
Job Title:			
Brief Job Description:			
Proposed Employment Start Date (month/year):	Proposed Employment End Date (month/year):		

### How did you learn about Americans Abroad

How did you learn about AIPT's Programs for Americans Abroad:  
 University Career Service Center  International Studies Office  Professor  
 International Employer  Web site  Other

### Supporting Documents

- |   |   |
|---|---|
| <input type="radio"/> Work Permit fee \$250 (\$400 for France)<br><input type="radio"/> Employer Registration Form (signed by employer)<br><input type="radio"/> Personal Statement<br><input type="radio"/> One copy of resume/CV in English<br><input type="radio"/> One copy of resume/CV in host country language<br><input type="radio"/> Two passport-sized photos<br><input type="radio"/> One copy of U.S. passport (first inside with photo and passport number) | <input type="radio"/> Two letters of reference preferably from previous employers or professors; letters derived from relatives or friends will not be accepted<br><input type="radio"/> One copy of most recent school diploma<br><input type="radio"/> One copy of school transcript<br><input type="radio"/> Germany only: Police report |
|---|---|

Please note that additional forms such as work contracts and foreign government applications are required and vary by country. Please consult the back cover pocket of this brochure for additional country forms or contact AIPT to obtain the appropriate country forms.

### Terms and Conditions

<p>The applicant and his or her legal representative release AIPT, Inc., its officers, employees, agents, and cooperation AIPT agencies from any liability for any injury, loss, damage, accident, deviation, delay, or curtailment, whether caused by negligence or otherwise, or the consequences thereof, which may occur during any part of the travel or training in connection with the program for which he or she is applying.</p> <p>AIPT Americans Abroad placement and work permit processing fees are non-refundable. AIPT reserves the right to make exceptions should extraordinary circumstances arise. Without limiting the foregoing, the applicant acknowledges and</p>	<p>agrees that AIPT, its officers, employees, and agents, shall not be responsible for any injury, loss, damage, or delay resulting from:</p> <p>a.) any act of God, act of public enemy, arrest or restraint of any government, seizure under legal process, quarantine restrictions, riots or civil commotions, strikes, lockouts, or labor stoppages (regardless of fault), war, or hazards or dangerous incident to a state of war;</p> <p>b.) any act, error, or omission on the part of any program participant or participants;</p> <p>c.) any defect in any ship, airplane, bus, automobile, or other vehicle engaged by any AIPT cooperating agency or the participant, or the failure of such ship, airplane, bus,</p>	<p>automobile or other vehicle to comply with any part of local rules and regulations;</p> <p>d.) any act of neglect of any person or company whose services are obtained by any AIPT cooperating agency for the benefit of program participants, including but not limited to; hotels, rooming houses, "visitor hospitality" organizations, individual volunteers, guides, and transportation companies;</p> <p>e.) any deviation or delay of any kind, however caused.</p> <p>I also certify that the information given in this application is complete and accurate.</p>
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Yes! I agree to the above conditions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (if applicant is under 21 years old)