



TRAINEE PROGRAM

THE SWEDISH-AMERICAN CHAMBERS OF COMMERCE OF THE UNITED STATES

Information to Trainees





Introduction

SACC-USA's Trainee Program offers students and recent graduates from Sweden an excellent opportunity to gain professional experience with a SACC Member Company in the United States. The objective of the program is to give Swedish trainees in both specialty and non-specialty occupations the opportunity to enhance their skills in their chosen career through participation in structured training programs in the U.S.

SACC member companies and regional chambers have the great benefit of accessing qualified Swedish trainees for a period of between 3 months up to 18 months, at a low cost, for special projects within i.e. marketing, communications, business administration, engineering, public administration and law, media, sciences, and commerce and finance.

Questions & Answers

What's an Exchange Visitor Program?

An Exchange Visitor Program aims to enhance understanding between the people of the United States and the people of other countries through educational and cultural exchanges. It allows foreign students and professionals to train in an American business environment providing trainees firsthand experiences of life and business in the United States. The visa used for the exchange visitor program is called a J-1 Trainee Visa. Use of the exchange visitor program and the J-1 visa for ordinary employment or other work purposes is prohibited.

What's a J-1 Visa and Who issues it?

A J-1 visa may be obtained by students and recent graduates in order to enter the U.S. for a trainee position. It is issued by the U.S. Department of State (DOS), not the sponsor organization.

What's a J-1 Sponsor organization?

An exchange visitor program sponsor organization must be involved in order to obtain a J-1 visa. The sponsor organization issues the form DS-2019 (Certificate of Eligibility) that is necessary when applying for the J-1

visa at the U.S. Consulate. Until SACC-USA receives this designation by the U.S. Department of State, we are relying on the services of the German-American Chamber of Commerce, Inc., who is a designated sponsor organization. This collaboration is working very well, and the GACC do their best in helping us getting our trainees over as soon as possible.

How will I benefit from the SACC-USA Trainee Program?

The opportunities and benefits of having completed a trainee program in the United States are, of course, endless. It's a wonderful investment in your personal and professional development and will probably have a life long impact on your life with the new experiences that you will gain and the many new professional and personal friends that you will make.

You will:

- Have the opportunity to put theory into practice in an American business environment;
- Be able to compare practices of your chosen professional field between Sweden and the U.S.;
- Improve your written and oral English language skills in a business environment;
- Gain a head start in your career by gaining an international competitive advantage;
- Acquire a better understanding and insight into the U.S. business culture so that when you return to Sweden, you will be much more attractive to companies who operate internationally;
- Expand your professional network.

Trainee Criteria

The trainee participants in SACC-USA's Trainee Program should:

- Be between 21 and 35 years of age;
- Have finished at least one year of university studies in a field related to the trainee position;
- Have written and spoken English fluency;
- Be a Swedish citizen.



Trainee Documents

These are the forms that will be sent by SACC-USA to the trainee, if selected for a trainee position:

1. J-1 Information, Regulations, Guidelines
2. Trainee Information: Students/Young Professionals
3. Trainee Insurance Verification Form
4. Financial Security Statement
5. English Language Testimony
6. Trainee Agreement

All of the documents, except for J-1 Information, Regulations and Guidelines should be completed by the trainee and sent to SACC-USA along with the following information:

- Resume;
- A letter of application addressed to the sponsor organization (currently GACC) stating the reasons for the training in the U.S. in relation to the trainee's future career development. The candidate must also indicate that it is his/her intention to return to Sweden upon completion of the training in the U.S.;
- One passport photo;
- Proof of university/college matriculation;
- Two letters of reference or previous internship evaluation(s);
- Copy of passport (Please note that the passport must be valid six months beyond the end of training).

All trainees are required to obtain health and accident insurance coverage from the time of departure from the home country, until they return to Sweden. The minimum acceptable insurance should cover: Medical and accident insurance up to \$50,000 per accident or illness. Coverage for the preparation and repatriation of remains in the amount of \$10,000. Coverage for medical evacuation in the amount of \$10,000.

The trainee can contact SACC-USA for suggestions of insurances that cover the above minimum requirements. Upon arrival in the U.S. the trainee should also obtain a Social Security card.

Processing time

How long the application process for a J-1 visa will take depends a lot on the trainee and the host company. It is important that all the application papers meet the requirements set by DOS, and therefore the application will not be approved until all of the paperwork meet these standards. SACC-USA will do their best in assisting both the trainee and the host company with the application documents, and answer any questions that may arise.

Participants in the SACC-USA Trainee Program should calculate that the entire visa process can take between 1,5-3 months, depending on how fast the trainee and the host company can put together the necessary documents.

Note! The purpose of the Trainee Program is not to find temporary solutions for a person to remain in the U.S. and "work". If the U.S. Consulate suspects abuse of the Trainee Program, the trainee risks having his/her program immediately terminated, and will be asked to leave the country. If intentions to stay in the U.S. permanently are discovered, this will be a reason for not being accepted into the Trainee Program.

About SACC

If you want to expand or establish your business in the U.S., the Swedish-American Chambers of Commerce offers the most efficient and cost-effective way for your company to penetrate the American market.

SACC-USA is a national organization serving over 2,500 members in the U.S. and Sweden. There are 19 regional Swedish-American Chambers of Commerce strategically located in the strongest U.S. business clusters, as well as companies and corporations in Sweden. SACC Chambers provide a broad range of services including: market research, partner and distribution searches, seminars, expert advice, and much more. Our members have extensive knowledge of the current business climate and can provide expert advice on how to do business successfully in both the U.S. and Sweden.



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