



PROFESSIONAL EXCHANGE SCHOLAR PROGRAMS – APPLICATION PROCESS

- CIEE receives the completed applications and supporting documents (see checklist on page 2 of the Program Application). Please submit the completed application documents at least 4-6 weeks prior to the planned start date.
- CIEE reviews the materials and reaches out to the applicant to schedule a brief interview. At this time, CIEE may also reach out to the Host Organization contact and supervisor(s) if there are any questions about the project proposal.
- Once the interview is completed, CIEE starts the application approval process by uploading the application information to CIEE databases and SEVIS (the Department of State database for student and exchange visitors).
- Upon application approval, CIEE prints the applicant's DS-2019 Certificate of Eligibility and supporting documents (SEVIS receipt and Confirmation of Insurance*) and ships them to the applicant once payment for the program fee invoice is received.
- Upon shipment of the DS-2019 and supporting documents, CIEE emails the applicant an application approval email, containing the shipment FedEx tracking number, DS-2019 number, Scholar Orientation/Handbook, and additional important information for the applicant to review.
- The Host Organization contact(s) and supervisor(s) will also receive a program approval email, confirming the application is approved and providing important program information pertinent to the Host Organization.
- Upon receiving the DS-2019 and supporting documents, the applicant applies for their visa appointment at their embassy/consulate. **
- Once their visa is approved, the applicant can finalize their travel arrangements to the US.

CIEE SERVICE LEVEL AGREEMENT

- CIEE will make every effort to provide the program fee invoice to the party responsible for payment within 5 business days from receiving the completed application materials.
- CIEE will make every effort to ship the DS-2019 and supporting documents to the applicant within 15 business days, assuming all parties are responsive and invoice payment is provided.
- If our expedited service is requested, CIEE will make every effort to provide the program fee invoice within 3 business days and ship the DS-2019 within 7 business days, assuming all parties are responsive and invoice payment is provided.

*The Confirmation of Insurance document is only provided to applicants who purchase the CIEE standard insurance. Applicants receiving the additional benefits coverage only will receive an email.

** Visa appointment scheduling and visa approvals can take up to two weeks, or longer, depending on the embassy/consulate. The applicant should contact their embassy/consulate if they have any questions/concerns on the visa processing timeframe.