



THE APPLICATION PROCESS

Intrax accepts applications via our [attorney application portal](#) and via email. For email applications, please send all documents to j1partner@globalinternships.com.

In order to ensure sufficient time for Embassy processing, your client's J-1 Program start date should be no earlier than one month from the document submission date.

1. After the complete application is submitted via the [online portal](#), Intrax will review and accept the application (or we will email you with any follow-up questions or requests for additional documentation). To request a login for the application portal, please contact your account manager or j1partner@globalinternships.com.
 - a. As soon as the application is accepted, the J-1 applicant receives a New User notification to create his or her MyIntrax Portal Account. The applicant also receives an auto notification to sign the program terms and conditions and complete his or her health information.
 - b. For applicants from non-native English speaking countries, Intrax will send a separate email requesting to schedule a brief interview by Skype or phone to confirm the intern's/trainee's ability to speak English and knowledge of the training program.
2. For new host companies,
 - a. Intrax will schedule a call with the supervisor to confirm his or her knowledge of the training program; or
 - b. A site visit (one-time \$250 fee) will be required if the company address where the J-1 intern will train has less than 25 full-time employees and less than \$3 million annual revenue companywide.
3. For host companies that have previously hosted J-1 interns/trainees with Intrax,
 - a. A validation call or site visit is not automatically required, but Intrax will advise should additional host company vetting be required.
4. After the call with the supervisor or site visit, Intrax will issue the Form DS-7002 via DocuSign to obtain the intern's/trainee's and supervisor's signatures;
5. After both signatures have been received on the Form DS-7002, Intrax will send the Form DS-2019 to the trainee via FedEx 2-day priority (on the following Tuesday or Friday). For non-Canadian citizens, instructions will be included on how to schedule the J-1 visa application at a U.S. Consular Post abroad.

2020 PRICING (USD)

***Program Fee covers Host Company validation, Training Plan review, DS-2019 Form processing, support while on program and emergency assistance. Insurance is mandatory.**

# of months	Application Fee	SEVIS Fee	Program Fee	Insurance	TOTAL
1	425	220	1250	65	1960
2	425	220	1250	130	2025
3	425	220	1250	195	2090
4	425	220	1360	260	2265
5	425	220	1360	325	2330
6	425	220	1360	390	2395
7	425	220	1460	455	2560
8	425	220	1460	520	2625
9	425	220	1460	585	2690
10	425	220	1570	650	2865
11	425	220	1570	715	2930
12	425	220	1570	780	2995
13	425	220	1675	845	3165
14	425	220	1675	910	3230
15	425	220	1675	975	3295
16	425	220	1675	1040	3360
17	425	220	1675	1105	3425
18	425	220	1675	1170	3490

OTHER FEES

- DS-2019 Reprint/Replacement (including shipping): \$125 domestic or \$175 for international shipment
- Program Extension: \$500 plus \$65 per additional month
- Change of Host Company (if approved by Intrax): \$600
- Expedited Application Processing (4 business days): \$1,200
- Host Company Site Visit: \$250 - A site visit (one-time \$250 fee) will be required if the company address where the J-1 intern will train has less than 25 full-time employees and less than \$3 million annual revenue companywide.
- Multiple Sites of Training Activity: \$150 per additional site
- J2 Fee: \$500 plus \$100 per month for insurance
- Travel validation: \$25 domestic or \$75 for international shipment