

THE APPLICATION PROCESS

Submit Application

APPLY VIA OUR ONLINE PLATFORM

To request a login for the application portal, please contact your account manager. If you prefer, we also accept applications via email. Applications should be submitted at least one month prior to program start date, unless requesting expedited processing (additional fee required).

Intrax Reviews Application

WE WILL CONTACT YOU IF FURTHER INFO IS NEEDED

After the complete application is submitted, Intrax will review and accept the application (or we will email you with any follow-up questions or requests for additional documentation). An invoice will be emailed to the payer.

Applicant Skype Call

INTRAX SCHEDULES A SKYPE CALL WITH APPLICANT

For applicants from non-native English speaking countries, Intrax will schedule a brief interview by Skype or phone to confirm the applicant's English language ability and knowledge of the training program. The applicant will also receive an email notification to create his/her MyIntrax Portal Account; and to sign the program terms and conditions and complete his or her health information.

Host Organization Vetting

A SITE VISIT OR VALIDATION CALL IS SCHEDULED

For new host companies, Intrax will schedule a call with the supervisor to confirm his or her knowledge of the training program; or schedule a site visit if the site of training activity has less than 25 full-time employees and less than \$3 million annual revenue company-wide.

Form DS-7002 Issued

SENT VIA DOCUSIGN FOR ELECTRONIC SIGNATURES

After the call with the supervisor or site visit, Intrax will issue the Form DS-7002 via DocuSign to obtain the applicant's and supervisor's signatures. Intrax will then sign and all parties will receive a link to the final copy.

Form DS-2019 Shipped

SENT VIA PRIORITY FEDEX DIRECT TO APPLICANT

After payment and both signatures have been completed on the Form DS-7002, Intrax will send the Form DS-2019 to the applicant via FedEx 2-day priority (or equivalent). For non-Canadian citizens, instructions will be included on how to schedule the J-1 visa application at a U.S. Consular Post abroad.