



AMITY INSTITUTE

BUILDING INTERNATIONAL FRIENDSHIP & CULTURAL UNDERSTANDING
THROUGH TEACHING EXCHANGE

Intern Admissions Guide



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About Us

Amity Institute is a U.S. Department of State designated BridgeUSA J-1 program sponsor and nonprofit organization with close to 60 years of experience facilitating cultural exchange. In 1962, Dr. Ernest and Emily Stowell of Eau Claire, Wisconsin, founded Amity Institute to meet the needs of American foreign language teachers and students for direct personalized contact with world languages and cultures.

They also sought to involve young people from abroad in American education, family and community life. Several decades later, Amity Institute has broadened to provide exchange programs that work toward achieving the mission of building international friendship and cultural understanding through teaching exchange.

i Why Amity Institute? Learn more on our [website](#).

Today

Amity Institute's Intern Program provides participants the opportunity to live in the United States, gain invaluable teaching experience, and serve as informal ambassadors for their home country. Interns receive training in the classroom for a minimum of 32 hours per week and live with American families within their host school's community.




👍 Read [alumni stories](#) and [testimonials](#)!

👍 Connect with us on our social networks! [f Facebook](#), [📷 Instagram](#), and [in LinkedIn](#)

ADMISSIONS OVERVIEW

To be considered for placement with a U.S. host school, you must first complete our admissions process, which includes application documents, a screening interview, and an application fee of US\$200. Please see below for further instructions.


PRE-ADMISSIONS

 **YOU ARE HERE:** To apply, you must [register online](#), complete your eligibility assessment, and upload your current enrollment certificate or diploma for review (see *Proof of Studies/Diploma* below for more information). Once your eligibility is confirmed, you will continue online to complete the admissions process. Please see below for instructions to complete your upload documents.

UPLOAD DOCUMENTS

Professional References


Two references are required. Our reference form can be typed or handwritten. References should be completed by someone who knows you in a professional capacity (e.g., professor, supervisor, co-worker, etc.) and must be signed by the writer.

 **If you have a recommendation letter that you would like to use in place of our reference form, you may submit it for review.**

Health Evaluation Form

Print the provided Health Evaluation form and complete Part 1. Sign and date the second page where it reads “Signature of Intern Program Applicant.”

Part 2 is to be completed by your healthcare provider. If your healthcare provider refuses to complete our form, we will accept a supplemental medical certificate that generally covers the questions under Part 2. In this case, submit your medical certificate and our form with only Part 1 completed.


 **Mark the vaccines that you have received to the best of your knowledge. If your host school requires any specific vaccines, they will inform you prior to your arrival in the U.S.**

Criminal Background Check

You must submit a recent criminal background check issued by your local authorities that covers all general offenses.

English Proficiency

The minimum level of English required for this program is CEFR B1. Submit your results from an official English exam or other official certification that confirms your level of English on the CEFR scale.

 **If you do not have proof of your English level, a list of recommended English exams is available in our FAQ on page 5.**

Proof of Studies/Diploma

You are required to provide proof of your current enrollment at your university or a copy of your diploma if you have recently graduated. If you are currently enrolled, you must provide proof of your full-time student status, such as a list of your classes and total credits enrolled.



***A student carrying 12 or more credit hours in one semester is considered a full-time student.**

Valid Passport

Please provide a clear and readable copy of your passport. Only the page with your photo and personal details is necessary. Your passport should be valid beyond your intended period of stay in the U.S.



If your passport expires soon, start the renewal process as soon as possible and submit a copy of your current passport in the meantime.

Proof of Funds/Financial Sponsor Statement

Interns must have sufficient funds to pay for the following program-related costs:

- **Application Fee (\$200):** Paid to Amity Institute upon verifying your eligibility.
- **SEVIS Fee (\$220) and Visa Application fee (approx. \$185):** When applying for your visa, you will be required to pay these fees to the U.S Department of State.
- **Health Insurance (approx. \$95 per month):** Policy must be paid in full (for the entire duration of your stay in the U.S.) prior to your arrival.
- **Round trip plane ticket:** Cost varies based on the time of the year, destination, etc.
- **Personal Expenses (\$300 per month):** You should have at least \$300 of your own money available for personal expenses for each month of your internship.

Proof of at least US\$2500 is required during admissions. A simple bank statement that shows your name, the current date, and the available amount in your account will suffice as proof of funds.



If you do not have enough personal funds to cover the costs of the program on your own, a financial sponsor, such as a parent or close family member, is permitted. In this case, your sponsor must provide proof of funds in the form of a bank statement or bank letter and complete the provided Financial Sponsor Statement.

IMPORTANT: Although proof of only \$2500 is required during admissions, we strongly recommend that you have at least \$3000 available for personal spending at the time of your arrival in the U.S.

SCREENING INTERVIEW

To complete the admissions process, you must pass a screening interview with an Amity Screening Officer in-person or by videoconferencing. Upon completion of your secondary documents, a request for your interview will be sent to your Screening Officer. If you are not already in contact with a Screening Officer, you will be assigned to one at that time.



A non-refundable screening fee may be required at the time of the interview.

FREQUENTLY ASKED QUESTIONS (FAQ)



Q: Who is my primary contact at Amity during admissions?

A: Amity's Admissions Coordinator, Marnie Kitchin (mkitchin@amity.org).

Q: Is the Amity Application Fee refundable?

A: No, the Amity Application Fee is a non-refundable application processing fee. It does not guarantee placement with a host school or approval of your visa.

Q: What is the deadline to complete my admissions requirements?

A: We do not set a specific deadline due to the varying processing times of the documents. However, it is important to complete your requirements as soon as possible to secure your placement with a host school and have time to prepare for your arrival.

Q: What if I do not have proof of my English level?

A: You will need to verify your English skills as we must confirm you meet the minimum level required for this program (CEFR B1). Below is a list of recommended English exams. You are not required to choose from this list.

- [ACTFL Test of English Proficiency \(TEP\)](#)
- [Cambridge Assessment English](#)
- [Duolingo English Test](#)
- [Linguaskill](#)
- [Test of English as Foreign Language \(TOEFL\)](#)
- [The International English Language Testing System \(IELTS\)](#)
- [The Test of English for International Communication \(TOEIC\)](#)

Q: How do I obtain the necessary admissions documents?

A: Our admissions documents are available to download under our Resources page in the online portal.

Q: How do I submit my documents?

A: All your information and documents will be completed/uploaded online using the log in details that you created when first registering through our online portal.

Q: Do I need to upload my documents all at once?

A: No, you can complete your requirements on your time and as they become available. As you submit your documents for review, Amity's Admissions Coordinator will provide you with feedback and instructions to proceed.

Q: When will I be considered for placement with a host school?

A: You will be considered for placement once your admissions requirements are complete. You will receive more information about the placement process at that time.

Q: Do I have to inform Amity if the information in my application changes?

A: Yes, please update your information online.

Q: What if I must withdraw from the program?

A: If you must withdraw from the program for any reason, please notify us as soon as possible.

INTERN PROGRAM PROCESS



COMPLETE ADMISSIONS FILE

ONLINE APPLICATION

APPLICATION FEE

UPLOAD DOCUMENTS



PLACEMENT WITH HOST SCHOOL

SELECTION PROCESS

ACCEPT INTERNSHIP OFFER



ASSIGNED TO PROGRAM COUNSELOR

RECEIVE SPONSORSHIP DOCUMENTS

APPLY FOR VISA



VISA APPROVED

PURCHASE FLIGHT

COMPLETE PRE-ARRIVAL
REQUIREMENTS



ARRIVAL IN THE U.S.

COMPLETE POST-ARRIVAL
REQUIREMENTS

START INTERNSHIP!

**Placement and visa approval are not guaranteed.*