TIMELINE FOR FINDING AN INTERNSHIP

DS Start Date: _______________  Deadline to Begin Internship (90 days after DS Start Date): ______

**Prior to Travel**
- **Prepare CV**

**First 30 Days in the U.S.**
- Call CIEE at 1-888-268-6245 to register in SEVIS
- **Interviews**
  - Attend your interviews
  - Explain to the companies that you are on an internship visa and if offered a position, the DS-7002 will be their responsibility to complete

**Days 30-60 in the U.S.**
- **Follow Up**
  - Call the companies where you sent your CV & let them know that you would like to meet them face-to-face
  - Try to schedule 10 interviews for the next 30 days

**Send Financial Security Statement (FSS) to CIEE**
Your FSS should show proof that you have access to at least $1000 per month for the next 2 months or longer
- You may submit a guarantor letter from a parent/guardian to show that you will be covered financially for your ENTIRE program
- OR you may submit a screenshot of your bank account that you email (contact@ciee.org) or fax (207-553-5272) to CIEE Customer Service

**Day 60 in the U.S.**
- **Call CIEE to Check In**
  - Call Customer Service at 1-888-268-6245

**Day 90 in the U.S.**
- **Deadline to Find Internship**

**Select**
You might get multiple offers. Select the training that best matches your educational and career goals

**Notify**
Call CIEE at 1-888-268-6245 for instructions on how to begin your internship approval process
CIEE will take up to 15 business days to process your DS-7002. You may not begin your internship until CIEE approves it

**Second Interviews**
- Attend second interviews
- Ask companies for their hiring timelines

**Follow Up**
The same day as your interviews, send thank-you notes to the companies to thank them for their time and the interview

**Evaluate**
Keep detailed notes on which companies you liked and connected with

**To Expect**
CIEE will send you several reminders throughout your first 60 days to find an internship

**No Internship?**
You may be subject to program withdrawal and may need to return to Ireland. Please contact CIEE at 1-888-268-6245 for more details

**Start to Seek Internship**
- Set up LinkedIn account
- Search internships...
  - www.linkedin.com
  - Request assistance from your own personal network
  - Check local websites in the city to which you are traveling
- Send CV & Cover Letter
  - Apply at 20-50 companies
  - Apply online
  - Send copies of your application materials in the mail