



JOB PLACEMENT STEPS

1. REGISTER ON WWW.J1.IE

Pay just €95 deposit

2. SUBMIT ALL OF THE BELOW WITHIN 14 DAYS

You must submit all the below documents to us within 14 days. All documents must be uploaded through your J1 Account under Student Uploads.

- A copy of your valid passport
- Your signed & stamped application form - A letter from the college can replace the stamped page but the signed form must also be submitted
- Questionnaire - part of the online J1 application process
- Profile picture - part of the online J1 application process which is visible to your US Sponsor
- Second instalment of €300

Once complete you'll receive an email from the InterExchange system inviting you onto their system. You need to activate your account through the link within 48 hours! (Check your spam/ junk folder).

Any delay in receiving all these documents & payment will delay your J1 application.

3. JOB PLACEMENT PREFERENCES

Once you have signed into the InterExchange system, you must select your Job Preferences and select the type of positions and locations in the US where you would like to work.

We strongly recommend that you select as many positions and locations as possible to see what is available in the system.

Please note that once your documents have been verified by InterExchange (within 24 hours of being processed, excluding weekends and US holidays), you will be able to put yourself on review with an employer in the system. The system also matches applicants to employers based on work dates and previous work experience.

4. MATCHED & ONLINE ORIENTATION

Once you have been matched to a job and approved by InterExchange, you will receive a confirmation email requesting you log in to your InterExchange account and confirm the job offer. At this stage, you must ensure that you have watched the orientation video in full and have confirmed this in your account.

If you are not happy with the matched position, you must reject the job offer so you can put yourself on review with the next employer. You can do this on a continuous basis until you accept a suitable job. At this stage, you must ensure that you have watched the orientation video in full and have confirmed it in your account.

5. DS-2019 RELEASE

- A. Please allow time for InterExchange to process the SEVIS payment, and your Certificate of Eligibility for Exchange Visitor Status (DS-2019) to issue; print, and ship to SAYITJ1.
- B. SAYITJ1 will advise you on how to complete your DS-160 and how to submit your AA Number (the US Embassy online form) once we receive your DS-2019.

6. PAYMENT

Once all administration fees are paid, SAYITJ1 provide you with the DS-2019 document. You are obliged to always take care of this official document.

We strongly advise that you take photos or photocopy this form, as you may need it in the future for any other US visa type. However, you must use the original one for the US Embassy and for entering the US.

7. US EMBASSY APPOINTMENT (Once you have your DS-2019 in hand)

If you are planning to attend the US Embassy in Dublin:

1. Book your embassy appointment. Instructions are available in your SAYIT J1 account.
2. SAYITJ1 can book your appointment in the Dublin US Embassy for an additional fee. Please note you will have no access to the account and all rescheduling will be handled by SAYITJ1 during office hours. (To opt for this option, please email j1visa@sayit.ie)

Note: Applicants from Northern Ireland, the UK, and any European Erasmus students must organize their own US Embassy appointment.

8. PASSPORT RELEASE

You will receive an email once your passport is released.

- A. If you booked an appointment yourself the email will come directly from US Embassy.
- B. If SAYITJ1 organised your appointment an email will be sent to you from the SAYITJ1 email account.

9. FLIGHTS

You can book your flights now yourself, or through SAYITJ1 for an additional fee.

If you are booking flights yourself you must submit the details through your SAYITJ1 account, so we can provide you with your J1 insurance and J1 Final Pack.

10. FINAL PACK & INSURANCE CERTIFICATE

Both documents will be sent to you by email. **Please check your spam/ junk email folder.**

Say farewell to Ireland and jet off on your J1 for the summer of your life!