



# SELF PLACEMENT STEPS

## 1. REGISTER ON [WWW.J1.IE](http://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
- Your completed **Employment Offer and Agreement Form** (Number of Work Hours - Weekly: 33 - 40 hours per week).
- 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 OFFER VETTING

Once you have signed into the InterExchange system, you will need to add the details of your job offer to your account. This sends an email to your employer that allows them to register and confirm your position with them for summer 2023.

Once the employer confirms their details, including uploading a copy of their Business License, Workers' Compensation form, and EIN Federal Tax ID number, InterExchange can vet the position.

**PLEASE NOTE THAT INTEREXCHANGE CAN NOT VET A POSITION FOR ANY APPLICANT UNTIL THIS IS DONE BY THE EMPLOYER.**

Your employer can contact **1800 621 1202** if they are having any difficulties.

You should log in to your InterExchange account on a continuous basis to see what stage your job vetting is at. You should stay in contact with your employer to ensure that they are completing their part of the process.

## 4. APPROVAL & ONLINE ORIENTATION

Once your job offer has been 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.

## 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](mailto: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!**