

Application Process

Intern + Trainee Direct Applicants

1. Confirming eligibility
 - Trainee - a graduate with a related degree and at least 1 year of relevant work experience OR 5 years of relevant work experience
 - Intern - a university student or recent graduate pursuing a program related to the field of study
2. Securing a host company
 - Cenet currently provides some hospitality placements for the Intern + Trainee programs. For more information, click [here](#).
3. If you meet the eligibility requirements and have already secured a host company, please complete an online [Trainee application](#) or [Intern application](#) and upload the following documents **at least 4-6 weeks before your planned program start date**:
 - A copy of your resume
 - A copy of your passport's biographical information page(s)
 - Employment verification/reference letters (only required for Trainees)
 - Must prove one year of relevant work experience if you have a degree
 - Must prove five years of relevant work experience if you do not have a degree
 - A copy of your degree (if required)
 - A financial document proving access to the equivalent of at least \$2,000 in emergency funds
 - A completed, signed copy of the DS-7002 Training/Internship Placement Plan created by your host employer*
 - Host company information/agreement form provided by your host employer*
4. Cenet will conduct a site visit at the company if there are fewer than 25 employees at the training site or if the company earns less than \$3 million in annual revenue.
5. Once the application has been processed, Cenet will schedule a Skype interview/orientation.
6. After successful completion of the Skype interview and payment of program fees, Cenet will issue the DS-2019 form, which is required to begin the visa application process with your local US consulate or embassy.
7. You will be expected to pay a separate fee to complete the DS-160 online application to schedule your visa interview. Make sure to keep Cenet informed of your visa interview status.

*These documents can be found under [Intern + Trainee Resources](#) on the Cenet website.
