

# USA Internship Search Tips

## Visa Information

The **J-1 Visa** is the document **required for ALL internships taking place in the USA**, no matter the length (12 months maximum) or stipend (paid or unpaid).

- First, you must find your internship. This process may take some time, therefore it is recommended to begin your search at least 6-8 months in advance.
- Next, you will begin the procedure (application submission and validation) to obtain your visa at the US Embassy in Paris.
  - In order to obtain your **J-1 Visa**, you have to go through a **sponsor** (a US government officially accredited organization that manages J-1 Visas) which will check and approve your application. It will then send you the **DS 2019** (eligibility certificate) after about 3 weeks.
    - Some **Program Sponsors** designated by the U.S. Department of State:
      - **French American Chamber of Commerce Chicago**  
<http://www.facc-chicago.com/commercial-services/for-businesses/recruiting-visa-services/>
      - **French American Chamber of Commerce New York**  
<http://www.faccnyc.org/global-careers-j-1-visas/j-1-visa-information/>
    - **Other sponsor organizations** are listed here:  
<http://j1visa.state.gov/participants/how-to-apply/sponsor-search/?program=Intern>
  - Next, an appointment with an American consular officer in Paris is mandatory. You will then receive your passport with the J-1 Visa within a couple of days.

For more information, you may check the following websites:

<http://www.diplomatie.gouv.fr/fr/services-aux-citoyens/preparer-son-expatriation-22367/dossiers-pays-de-l-expatriation/etats-unis-23320/>

<http://french.france.usembassy.gov/niv/echanges-formations.html>

<http://j1visa.state.gov/>

## ***Attention, international students !***

- *If you belong to the European Union, you may apply for your J-1 visa directly through the US Embassy in Paris.*
- *Non-residents of the European Union: it is recommended that you request your visa from your country consulate.*

## Budget needed

Whether your internship is paid or unpaid, the U.S. authorities will require that you show proof of at least 1000 \$ per month to cover for all your expenses (housing, food, transportation, personal expenses etc.)

Note that you will not be allowed to work in addition to your internship.

## Resume & cover letter tips, Interviewing, and How to find an internship

The CIEE website offers useful tips: <http://www.ciee.org/intern/>

- Click on **“Find your internship”** and **“iCoach Training”** and go through the three tutorials to learn about searching strategies, writing a resume and a cover letter, and interviewing.
- The CIEE website also offers great advice on living and working in the US, questions about health insurance, driving, filing taxes etc.

## Search Websites

<http://inside.neoma-bs.fr/en/my-internship/internship-search/les-offres>

<https://www.looksharp.com/internships>

<http://www.internships.com/student>

[www.internshipprograms.com](http://www.internshipprograms.com)

[www.internzoo.com](http://www.internzoo.com)

[www.internweb.com](http://www.internweb.com)

[www.internqueen.com](http://www.internqueen.com)  
[www.internalert.com](http://www.internalert.com)  
[www.vault.com](http://www.vault.com)  
[www.aboutjobs.com](http://www.aboutjobs.com)  
[www.careerbuilder.com](http://www.careerbuilder.com)  
[www.coolworks.com](http://www.coolworks.com)  
[www.craigslist.org](http://www.craigslist.org)  
[www.idealists.org](http://www.idealists.org)  
[www.internjobs.com](http://www.internjobs.com)  
[www.monster.com](http://www.monster.com)

### Previous Internships at NEOMA BS:

Many students did their internships in New York but also in the following cities: Washington DC, Miami, San Francisco, Dallas, Los Angeles, Fairfield, Ontario.

For more information, check our internship files in **TCDU Office 2B010**. Besides finding out specifics about these internships (position, company etc.), you will also have access to students' feedback after they've completed their internships.

### “Chefs de Tribu”

Over 600 graduates from NEOMA BS, also called **NEOMA alumni**, have been living and working in the USA for many years and the “**chefs de tribus**” regularly plan social networking events in their cities. You can contact them directly to ask them for more information. Please note that they volunteer their time therefore it's best to **contact them with moderation and specific questions** (but **don't send them your resume or ask them for a job**).

- For more information: [http://www.neoma-alumni.com/fr/tribu/us\\_chapter](http://www.neoma-alumni.com/fr/tribu/us_chapter)
- Contact : [us-chapter@neoma-alumni.com](mailto:us-chapter@neoma-alumni.com)

### « Coach & Moi »

About 280 NEOMA alumni volunteer to provide information to students and answer their questions. They work in various countries, fields, and jobs. You may be matched with 1 to 3 alumni.

If interested in learning more about this opportunity, you should speak with **Christine Charpentier** on the Reims Campus 1 in **Office A104** or contact her at [christine.charpentier@neoma-bs.fr](mailto:christine.charpentier@neoma-bs.fr) / +33 3 26 77 47 72

### Country Guide Information

The school has a subscription with **Going Global**, a database to explore career and employment opportunities in the largest cities across North America. Resources include: business and networking groups, job and internship search resources, cost of living data and more.

How to access Going Global:

1. Log on to <http://online.goinglobal.com> from your campus
2. Create a personal account
3. You may now access the database from any computer outside of campus

### Search Strategies

- **Target French companies** - If you are a French native speaker, you have an advantage when contacting French companies that have branches in US cities. Send them your resume and cover letter, clearly stating your objective. They may be looking for candidates who are fluent in French. Many French companies in industry sectors like beauty, fashion, and gastronomy are present in the US.  
List of French companies in New York City (select the country France):  
<http://www.nyc.gov/html/ia/html/business/directory.shtml>
- **Go to company websites** and click on *Careers* or *Internship Opportunities* – They usually advertise open internship positions directly on their websites. You may also call their Human Resources department and ask if they are hiring any interns.
- **Follow-up one week later** if you haven't heard back after sending your application. And it's fine to follow-up a few times. It will show employers that you are motivated.
- **Reassure employers by indicating that you are obtaining your J-1 visa through a program sponsor in your cover letter.**

## Finding Housing

You have a few options to consider, based on your budget, where you want to live, and your personal lifestyle preferences: room to share, apartment, family/home stay?

<http://www.easyroommate.com/>

<https://www.craigslist.org/about/sites#US>

<http://www.roommates.com/>

## Services to help you find your internship/obtain your visa

You may use the services of a private agency to facilitate your search and to obtain your documents. Check out their fees before you consider this option. This is a good option if you are in a hurry, but you run the risk to be stuck with an internship you don't like...

<http://aiesec.org/students/intern-abroad/>

[www.parenthese-paris.com](http://www.parenthese-paris.com)

<http://www.myinternshipabroad.com/en/>

<http://www.calvin-thomas.com/experiment/stage-en-entreprise-usa-12/>

<http://www.americawelcome.com/>

**\*\* *Please note:*** This list is non-exhaustive; we do not particularly recommend these agencies but we let you know they exist. We advise you to do your own research to find out if any of them would be a good option for you.