

# Intrax

## CAREER TRAINING

Template for Extension & Replacement Application

Hello Intrax Participant.

Thank you for your interest in Extending/Replacing your Career Training Program.

Below you will find very important information regarding the extension process.

Please note if you have not completed the Evaluation Forms, required by the US Department of State, we will be unable to proceed with the Extension/Replacement process. Please complete the Trainee and Host Company Midpoint Evaluations found at the below links.

Trainee Evaluation- [http://www.intraxcareertraining.com/participants\\_resource](http://www.intraxcareertraining.com/participants_resource)

Host Company Evaluation- <http://www.intraxcareertraining.com/documents>

Please send the completed forms to [ictevaluations@intraxinc.com](mailto:ictevaluations@intraxinc.com) or by fax to 1-415-434-5421.

### **6 Easy steps to get an extension to your Training Program**

Step 1: Submit Completed Extension Application & Replacement Application Forms (attached)

Step 2: Receive invoice for Extension/Replacement Fees including additional Insurance

Step 3: Submit payment in full to Intrax Career Training

Step 4: Receive a receipt and a packet of documents to fill out

Step 5: Complete and sign all documents and submit to ICT

Step 6: Get your amended DS-2019 Form in the mail with the new dates you requested.

Once you complete the Extension/Replacement Application Forms, please return them by fax to Mr. Cuong Tran at (415) 434-5421. You will then receive an invoice within 3 business days.

We are going to require that these fees be paid within 7 business days before we can begin to accept Extension/Replacement documents. If you require assistance with making payments to us please let us know.

Thank you very much.

### **Extension/Replacement Information for ICT Participants**

#### **Regarding dates and duration**

- Extension/Replacement requests must be submitted to Intrax Career Training at least 6 weeks before the end date on your DS-2019 Form
- No extension can be granted after expiration of your original DS-2019 Form
- The dates of your extension must start immediately after your current DS-2019 Form will expire. (For example, if your current DS-2019 expires on December 31, then your extension dates should start from January 1)
- The total period of your training cannot exceed 18 months. (For example, if your current training is 12 months long, the maximum extension period you may request is 6 months)

#### **Regarding fees**

- Extensions will not be processed until payment is received in full and all documentation is signed and complete.
- The administrative fee for the Extension will be \$400 plus a monthly insurance fee of \$50 for the additional period of time, for total program duration of up to 18 months.
- The administrative fee for the Replacement [Change of Host Company] will be \$150.
- If your extension is not approved or if you cancel it at any time you will get a refund of all fees but you will forfeit a \$100 administrative fee.
- Once your extension period starts, no refund will be issued.
- Additional fees may be required by the U.S. Department of State or U.S. Embassy for extensions.

### **Regarding general policies**

- Extensions can only be granted to continue a placement with the same Host Company
- Trainees may only apply for an Extension once.
- Extensions are not guaranteed, but are based on the strength of the rationale for the Extension. Extensions will be closely reviewed for eligibility.

### **Visa Expiration within the Extension Period**

The current J-1 visa in your passport is likely to expire at the end of your original internship dates. If you extend your training period, you are legal to remain and train in the U.S. once a new DS-2019 Form has been issued, even if the J-1 visa has expired. If an Extension is granted, you will receive an Extension DS-2019 Form covering the additional months of the training program. Please keep the original DS-2019 Form attached to the Extension DS-2019 Form.

However, if you intend to travel outside of the U.S. during the extension period and your J-1 visa has expired, you must apply for a new J-1 visa at the U.S. Embassy in your home country in order to re-enter the U.S. (This also applies to visits to Canada and Mexico.) **You cannot re-enter the U.S. without a valid J-1 visa.**

It is your responsibility to allow enough time to apply for and obtain the new visa from the U.S. Embassy. Intrax Career Training cannot make guarantees on behalf of the U.S. Embassy or assist with regard to issuance of a J-1 visa or visa processing time.

If you have any questions about this process, please don't hesitate to contact us.

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Fax: (415) 434-5421**

**1-888-224-0450**