

All applicants must upload/complete:

- ✓ **Passport:** Scanned copy of your valid passport- page with photo, name and issuance information. Your passport should be valid for at least 6 months beyond your training end date. If it is valid for less than 6 months, consult Cultural Vistas.
- ✓ **Proof of English:** Proof of English language proficiency must have been issued within the past three years (for those who do not hold citizenship from the following English speaking country: UK, Ireland, Canada, Australia, New Zealand). This can include a certificate from an English testing institution, exam score (TOEFL, TOEIC, IELTS) or a signed document from your post-secondary school confirming that at least 50% of your classes were taught in English. If you do not possess such documentation, please proceed with taking the [Duolingo English Test](#) and providing us a copy of the certificate.
- ✓ **Resume or CV:** An up-to-date chronological outline of your academic and work experiences in English.
- ✓ **Budget Worksheet ([Download](#)):** This Microsoft Excel Workbook is provided by Cultural Vistas via email attachment. Funding and expense estimates should be made in USD. Once complete, you will upload this to your online application.
- ✓ **Non-tourist visas:** Copies of any previous **non-tourist** United States visas you have obtained, including any previous DS-7002 forms if you have participated in previous J-1 Visa programs.
- ✓ **Essay section:** Instructions are provided on the application website. Each essay response should be at least 3-4 complete sentences. If responses are not long enough or written as bullet points, you will be asked to resubmit your application.

If you are a student, please provide evidence you are enrolled in and currently attending courses:

- ✓ **Letter of Enrollment ([Download Sample](#)):** Official letter from your university which states:
 - you are enrolled full-time for the current term at a foreign post-secondary *ministerially recognized institution**
 - your degree or course of study
 - your intended date of graduation or program completion

This must be issued in English by a professor or university official on university letterhead, signed or stamped and dated within the last 3 months.

- ✓ **Official Transcript of Studies:** A copy of your most recent Transcript of Studies in English which includes:
 - all courses which you have taken to date and grades
 - all courses in which you are currently registered and attending
 - term dates (ex. Winter 2017)
 - ❖ *If your university cannot provide a transcript with your current courses listed, you may ask another university official or professor to write a letter listing your current courses. It must be on university letterhead, signed or stamped, and dated within the last three months. As an alternative to a letter, you may submit a screenshot that includes your name and current courses listed online in English via your university portal.*
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- ✓ **Professor Letter:** Graduate students not enrolled in a full course load should submit a letter from their thesis supervisor outlining their research, teaching responsibilities or other academic pursuits that are part of their full-time student requirements

If you graduated within the last 12 months, please provide:

- ✓ **Diploma or Certificate:** Official copy of your Diploma or Certificate in English or accompanied by official translation. This must be issued by a foreign post-secondary *ministerially recognized institution**.
- ✓ **Official Transcript of Studies:** A copy of your most recent Transcript of Studies in English which
 - lists all courses which you have taken to date
 - lists all courses in which you are currently registered and attending
 - includes term dates and course grades
- ❖ *If you graduated 8 months or more prior to your start date, a letter of employment is required to prove your recent employment. The letter should include your title, exact dates of employment at the company, the average hours you worked per week and a brief description of job responsibilities.*

If you graduated over 12 months ago, please provide:

- ✓ **Diploma or Certificate:** Official copy of your Diploma or Certificate in English. This must be issued by a foreign post-secondary *ministerially recognized institution**.
- ✓ **Employment verification letter(s) ([Download Sample](#)):** Official documentation issued by current/ past employer(s) confirming that you have at least 12 months of related **full-time** work experience outside of the United States.
 - on company letterhead, signed and dated and in English or with official translation
 - includes your position title, exact dates of employment, average hours worked per week and a brief description of job responsibilities

Please include a letter from your current employer or, if none, your most recent.

If you do not have post-secondary education experience:

- ✓ **Employment verification letter(s) ([Download Sample](#)):** Official documentation issued by (each of) your employer(s) confirming that you have at least **5 years** of related **full-time** work experience outside of the United States.
 - on company letterhead, signed and dated and in English or with official translation
 - includes your position title, exact dates of employment, average hours worked per week and a brief description of job responsibilities

Please note that all documents uploaded to your Cultural Vistas online application must be officially translated to English by either the university or an official translator.

**Cultural Vistas may request additional documentation for proof of the ministerial recognition of your institution from which you are enrolled or graduated. The requested proof must state the name of the Ministry or other federal or regional body responsible for the recognition, legislation and oversight of the degree granting institution.*