



# Professional Experience Program in New York

# FAQs

June 20, 2022

## **How do I apply for the Professional Experience Program?**

Candidates should send their application in a single PDF file via email to Katja Simons by August 14, 2022. You should indicate in your application which program line (program line A and B) you are applying for. Please see the call for application for the requirements and application documents. The Professional Experience Program includes an internship but also a leadership and intercultural skills seminar as well as a final virtual seminar.

## **Why are there two program lines (A and B)?**

We would like to offer all interested students an opportunity to participate in the program. Some students prefer to secure their internship independently and approach a host company directly; for those, we have created program line A. Other students prefer to get more support and to tap into Campus OWL's host company network (program line B). However, the program lines are not so strict and, of course, we offer also advise to students who prefer program line A. Both students in program line A and B will be in touch with the Campus OWL office while seeking their internship placement.

## **How would you describe Campus OWL's host company network?**

The NY office's network is made up of German-American NGOs/non-profit organizations (e.g. policy, culture) and companies in sectors such as technology, consulting, light manufacturing, architecture, and entertainment.

## **What are the possible areas for the internships, and what's not possible?**

The German American Chamber of Commerce New York (GACCNY) is the supporting partner and J-1 visa sponsor.

GACCNY can sponsor the J-1 visa for internships in areas such as Business, Finance, Law, Engineering, Architecture, Marketing, Logistics, Computer Science, Technology, Research, Sound Engineering.

GACCNY cannot sponsor visas in activities such as teaching, health/medical/social work, in the arts (music, design, theater, etc.) and the government sector.

The internship must also have a clear relation to the applicant's academic education and must be highly relevant to the future career development and existing background of the applicant.

## **What is the duration of the program?**

PEP runs from mid-April to end of July 2023. The skills seminar is one week and the internships is 3-months. Longer internships are possible, too, if the company and candidate prefer longer internships.

**Does the internship need to be in the New York metropolitan area?**

No, not necessarily. The introductory week with the skills seminar takes place in New York City. But it is possible to do the internship in another region in the United States as well.

**Is there a guarantee that I get an internship if I am selected for PEP?**

No, there is no guarantee. If you are shortlisted for the PEP program, we will support you in securing an internship. You will only receive an official offer for a place in the PEP program if you are accepted by an internship provider who will host you. Only a placement in an organization or company will allow you to apply for a J-1 visa for interns.

**What is the timeline for the application process?**

Candidates submit their application by August 14, 2022. Candidates will be notified by early September, if they are invited for an interview. Interview date is mid-September by video call. If we believe that your motivation, skills, and experience are an excellent match for the PEP program, we will start connecting you with companies/institutions in the Greater New York from in October and November. Selected candidates will apply for a J-1 visa in cooperation with the German American Chamber of Commerce in New York and the internship provider (December-February).

**How many students will you accept to PEP?**

We have 10-12 places in the program for students from OWL.

**What is the introductory week with the skills seminar?**

PEP provides a one-week preparatory skills seminar before participants start their internship in the New York metropolitan area (or elsewhere). The skills seminar offers intercultural orientation, workshops about how to use your professional network and how to develop your professional brand, as well as insights into transatlantic relations and professional work life with speakers from different professional backgrounds. The week also includes a social & cultural program (e.g. welcome dinner, pizza night, museum visits, sightseeing). The students will stay in a hotel during this week (Sunday, April 16 to Friday, April 21), paid by Campus OWL. The dates for the seminar are April 17-21, 2023 (to be confirmed)

**What should I include in the letter of motivation?**

You should explain why you are interested in participating in the program. Explain how the program helps you achieve your goals and how it relates to your studies. Describe your skills and experiences and why you are interested in doing an internship in the New York metropolitan area (or elsewhere in the United States) and participating in the skills seminar. For program line A, please indicate the companies/organizations you will apply for. For program line B, please indicate the industry focus/areas you would like to intern in.

**Is it possible to apply if you are a recent graduate?**

In order to apply you should be enrolled as a student at one of the OWL universities at the time the program takes place: summer semester 2023.

**Do I need to prove English language skills?**

You don't need to document your language skills with a language certificate. However, you will need to have very good command of spoken and written English (B2 at a minimum). If in doubt, you can take the

free DAAD *Sprachnachweis* at your university. If you are selected for an interview, the interview will be conducted in English only. Your English language skills will also be verified during the visa application process during a phone interview.

### **Who should write the letter of recommendation?**

The professor/lecturer should ideally be affiliated with the university/university of applied sciences where you are enrolled. If you are a new student and have no contacts yet at your current university/university of applied sciences, you can also provide a letter of recommendation from your previous institution.

This recommendation letter can also be used for the internship application and for the J-1 visa application.

Please use the letter of recommendation template provided on the website: <https://www.campus-owl.org/experience-abroad/>

### **Are the internships paid?**

It is up to the host organization/company to use their discretion to set payment policies for interns. Campus OWL is not involved in this decision.

### **Is there a scholarship to support my stay in NY?**

Participants will be considered for a scholarship under the DAAD PROMOS funding scheme or other funding tools for travel and stay by their universities. These funding tools will only cover parts of the expenses abroad. For further information regarding PROMOS, contact the International Office at your university.

### **Do you offer help with accommodation?**

Campus OWL New York will organize and pay for accommodation during the skills seminar week in New York City. You are responsible for securing accommodation during your internship. Depending on where you are doing your internship (in New York City or in the metropolitan area) there are different options. The Campus OWL office may also offer information on rooms that are rented to individuals on a short-term basis upon request.

Possible housing options in New York City, for example:

<http://www.kolpingny.org/hostel.cfm>   <https://marklennyc.org/>   <https://www.ihouse-nyc.org>

short-term rental platforms

### **What are the estimated living expenses in NY?**

Living in NY is expensive. We estimate that you will need approx. \$1400-\$2000 per month (accommodation \$800-\$1400, \$127 metro card, \$400 living expenses, \$40 health insurance, \$30 phone plan etc. – estimated costs per month).

### **Do I need a visa to do an internship in the US?**

Yes, a J-1 visa is required for an internship in the U.S. You will apply for the visa only after you have been chosen to take part in PEP and have secured an internship placement. The German American Chamber of Commerce in New York will be your visa sponsor. Campus OWL New York will cover the 700\$ fee for issuance of the DS-2019 (certificate of eligibility for the J-1 visa). You will have to cover the costs for the SEVIS fee (ca. 200€) and the U.S. Consulate fee for the visa (ca. 130€). In order to obtain your visa, you must make an in-person appointment with the US embassy in Frankfurt, Munich, or Berlin.

### **What kind of health insurance can I get for the US?**

You will need sufficient health insurance for your stay in the U.S. and the health insurance need to meet the J-1 requirements. The requirements can be found here: <https://go-j1.com/en/forms-downloads/forms-downloads/>

Talk to your health insurance company about your insurance coverage abroad or inquire about the DAAD group insurance. The DAAD insurance package meets the requirements for a stay in the USA (DAAD *Gruppenversicherung*, ca. €40/month). A travel health insurance does not suffice.

You are responsible for organizing and for paying for the health insurance during your stay in the U.S.

For more information on the DAAD insurance: [Versicherung im Ausland - DAAD](#)

**For further questions, please contact Dr. Katja Simons, at [simons@campus-owl.org](mailto:simons@campus-owl.org)**