



2018-2019 PROFESSIONAL INTERNSHIP OPPORTUNITY

THE PROGRAM: In this era of dramatic change on a global scale, the ATA has always known that the most powerful tool for improving foreign relations between cultures is by sharing knowledge, resources, and interests. With the help of volunteers and donations, we've fostered lasting friendships by connecting with communities and individuals in Russia. This has been the guiding principle for the ATA and one that has been a successful model for over 25 years. The ATA thrives on enriching the lives of Americans and

Russians so it's no surprise that we're offering another year of the *Professional Internship Program*.

THE GOAL: The purpose and mission of the *Professional Internship Program* are to provide an opportunity for professionals from Tula to enhance their experience and develop new professional contacts with U.S. colleagues. The Program is 2-4 weeks long and held in the Capital Region.

WHO MAY APPLY? Any individual from Russia whose professional development and formal learning may benefit the city of Tula, and the surrounding Tula region, may apply for the *Program*. Participants must be able to communicate in an English-speaking environment. It's expected that applicants show a professional attitude and appearance and dedication to the work assignments. Participants will have 3 to 5 years of professional work experience.

HOW TO APPLY? A participant must complete the application electronically, sign it and scan it with attachments that are saved as .pdf files. Scanned files must be emailed to albanytulaalliance@gmail.com. The email subject should be written as "*Professional Internship Program* - Applicant's LAST NAME, FIRST NAME".

Applications must be accompanied by a professional resume and a letter of recommendation. The letter must be from the applicant's supervisor and contain a description of the applicant's present duties. If the applicant is self-employed or a CEO/President of the organization, a letter of recommendation from a business partner with a brief description of joint projects should be attached to the application form.

***All documents should be written in English or include a translation into English.

WHAT HAPPENS AFTER APPLICATION? Within 2 weeks of submitting the application, the applicant should receive confirmation of receiving it or a request for additional information. The application will be reviewed by the ATA's Business Committee. If the application is preliminary selected, the candidate will be scheduled for an interview via Skype or by a phone.

After all the applicants have been selected, dates for the Program will be determined. Based on the applicant's qualifications and interests, a host company will be selected. The Business Committee will make every effort to place the candidate with a company in their specific area of interest.

Please note that the ATA is awarding internship opportunities based on the financial resources available through the ATA, an applicant's qualifications, securing appropriate internship placement in the Capital Region and the availability of a host family.

The U.S. visa to be requested is B1/B2. The ATA will provide the applicant with a letter of invitation and all

other necessary documentation to deliver to the U.S. Embassy in Moscow. The applicant should be aware that the final decision regarding the visa is completely the responsibility of the Consulate of the U.S. Embassy in Moscow.

IF YOU ARE SELECTED: If you are selected to take part in this opportunity, you will fly from Moscow to one of the NYC airports or Albany, NY. A representative of the ATA will meet you. The applicant should expect to stay with a host family or in a college dormitory. The candidate must keep a day-to-day electronic journal of their experience interning with the selected company. At the end of the internship, the applicant will prepare a report on the experience and the knowledge he or she has gained.

FINANCIAL SUPPORT: The applicant is responsible for all expenses before arriving at the port of entry of the U.S. including the cost of the U.S. visa and related expenses. The ATA will be responsible for the following expenses:

- one roundtrip airline ticket from Moscow to NYC
- transfer from and to the airport
- daily transportation from host house to the internship location
- overnight accommodations
- emergency medical insurance
- \$100/week stipend for lunches and incidentals

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All other expenses incurred before arriving in the U.S. will be the responsibility of the applicant. The applicant will also be responsible for any personal purchases (gifts, restaurants, alcohol, etc...) while in the U.S.

SUPPORT AND SAFETY: The ATA will help provide a supportive social network to help candidate integrate and adjust to differences in culture, technology, and information. Members of the ATA and host families are famous for providing guests with a warm, caring and engaging environment and the potential to include guests in shared social activities like dining together, physical activities (exercise, sport) and entertainment.

Okay, time for you to get busy with the application process! (Scroll down)



PROFESSIONAL INTERNSHIP PROGRAM Application Form

A. GENERAL INFORMATION

PERSONAL	
Last Name	
First Name	
Patronymic Name	
Home Address	
Home Phone	
Mobile Phone	
E-mail	
PROFESSIONAL	
Place of Employment	
Position/Title	
Summary of Duties	
Work Phone	
Website	
E-mail	
FOR INSURANCE	
Date of Birth (mm/dd/yyyy)	
Gender	
Marital Status	

Contact in Case of Emergency				
Name				
Relationship				
E-mail				
Phone Number				
Medical Conditions or Limitation (if any)				
KNOWLEDGE OF ENGLISH				
	Excellent	Good	Fair	Poor
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comprehension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. STATEMENTS OF PURPOSE

- 1. How did you learn about the program?**

- 2. Describe your present employer. Please be specific in terms of private, non-profit, or public sector, the date it was formed, what the mission and goals are, what areas of work it is involved in, how it is structured and /or types of goods and services it provides.**

- 3. Please give a description of your specific responsibilities in the organization. This must include: your title, the name and title of the person for whom you work, the name of the division or department for which you work, its' major function within the enterprise, how many employees, if any, report to you directly, some of the major problems you have encountered in your work and how you think this program might assist you with those problems, and, any other information you think would be of interest.**

- 4. Describe your goals in coming to the U.S. for this Internship Program, and how these relate to your short-term and long-term career goals.**

- 5. List topics or areas that you would like your training to cover.**

6. Please provide information about specific projects, joint ventures, or business relationships you would like to develop with U.S. companies. In addition, please provide a short list of particular U.S. companies or organizations you would like to meet with, if any.

7. How do you plan to apply the knowledge you will gain to your work back home, both in your company and the Tula community?

8. What does make you a good candidate for this program?

C. TRAVEL INFORMATION

1. What is your preferred duration for this Internship?

2. When are you available for this Internship?

3. What are your preferred dates for this Internship?

4. Please list your main contacts (friends, clients, partners, classmates, relatives) you already have in the U.S.:

Last Name, First Name	Phone Number	City, State	Relations

5. Do you have an external passport? Yes No
 If yes, expiration date (mm/dd/yyyy) _____

6. Have you ever applied for a U.S. visa? Yes No

7. Were you granted a U.S. visa? Yes No
 If yes, what type? _____

8. Have you been to the U.S.? Yes No

If yes, when, where and for what purpose?

D. LETTER OF AGREEMENT

**I confirm that the information submitted in this application is complete and accurate.
I understand that the purpose of the program is to further my work experience and to learn about business in the U.S.**

If selected,

— I agree to comply with all regulations of the program and all local and national laws of the U.S.

— I understand that i will be provided with medical insurance to be used only for emergency situations and not for routine medical care or treatment of any pre-existing medical or dental conditions. I further understand that I will be required to pay all deductibles and other expenses not covered by the insurance. I understand that I may purchase my own travel and/or health insurance before departing Russia. If I choose to do so, this will act as additional coverage while I am in the Program.

— I understand that the U.S. visa obtained in connection with the Program is valid only for temporary training and is not valid for employment in the United States or for travel not related to the training.

— I declare that I will return to my home country at the end of the Internship. I further understand that traveling outside of the U.S. (for example, Canada or Mexico) is strictly prohibited and would be in violation of the U.S. visa and would mean immediate dismissal from the Program.

(Date)

(Printed Name)

(Signature)

The ATA is a grassroots, non-profit volunteer organization composed of citizens of Albany and the surrounding Capital Region of New York State, partnered with citizens of Tula, Russia. We have come together to provide mutual support and inspiration and to carry on a long-term program dedicated to the growth and well-being of both communities.