

Before you can proceed any further you must have ***Certified proof*** that you are a bona fide student at a post-secondary institution. The Summer Work/Travel Program is open to students currently on their summer breaks from school. PII must have a signed, certified document from your school verifying your present status as a full-time student.

The ***Application*** completed in full. **DO NOT LEAVE ANY BLANKS!** Type in the information directly on the application page of this Web site. Then, print all pages and carefully read the agreement materials. Once you have read and understand all of the terms, sign and date the document to indicate your acceptance and have a parent or legal guardian sign and date as well. Give the completed document to the PII representative in your home country.

If English is not your first language, the ***Certification of English Language Proficiency*** form must be completed and signed by an overseas representative of PII or by a university official.

A photocopy of your ***passport*** . (Must be valid for at least 6 months beyond your program length.)

A valid ***e-mail*** address on one of these free internet e-mail services: [hotmail.com](http://hotmail.com) or [yahoo.com](http://yahoo.com).

***One recent photograph*** of yourself.

The ***program fee*** is \$600.00. These fees may be paid by a check from a U.S. bank (made payable to PII), credit card, money order, or wire. PII is NOT responsible for wire fees. \$100.00 is non-refundable. ***Remember, no refunds will be issued until the unused DS-2019 is returned to PII.*** See ***refund policy***. The representative agency in your home country will charge a reasonable fee for their services. Contact the representative agent in your home country for details

A ***signed job offer*** that covers an appropriate period of time. This document must be signed by both you and your employer. It should specify dates of employment and fully explain the job you will perform. It should also state the name of your direct supervisor, and the company's complete address and telephone number. A suggested ***Offer of Employment*** form is part of this Web site, but other formats can be approved if all the required information is present. Although this document does not need to be sent with your initial application, it must be reviewed and approved by PII before your DS-2019 will be issued. The job offer should be accompanied by a completed ***budget sheet*** signed by you and your PII representative. *Note: We call every employer to verify every offer.*

***Send all of the above to the PII representative in your home country.*** Contact PII at [philaii.com](http://philaii.com) to request information regarding representatives in your country.

***Visit the Guidebook for Orientation Web site ([www.philaii.com](http://www.philaii.com))*** for important information to assist you in your adjustment to a new culture.