U.S.-Mexico Internship Program

U.S. Embassy Mexico City
Public Affairs Section

Embassy of the United States of America

Thank you for your interest in participating in the U.S.-Mexico Internship Program. Cross-border internships are critical to the development of the most competitive regional workforce in the world, as well as to the success of your company, your industry, and our shared vibrant economic region.

We are pleased to present the following resources for your consideration as you examine ways in which your company would benefit from a Mexican intern. They include:

- An overview of the U.S.-Mexico Internship Program designed by the governments of Mexico and the United States
- A flowchart that explains the four critical parts of a successful internship program
- A checklist of things that your company will want to consider in designing an internship program
- A sample MOU that could serve as a basis for your work with a university partner or a J-1 sponsor
- A sample placement process to give you an idea of how we can work together to respond to your interests
- A chart that details the kind of funding required for a successful internship and ideas of how those costs can be supported
- Information on the Tecnológico Nacional de Mexico, a large university system that is poised to provide interns for you

Special thanks to Michael Smith michael@enlaceinternacional.com.mx at Enlace Internacional and Hazel Blackmore hazel.blackmore@comexus.org.mx at COMEXUS for their input on these documents. Both are experienced in placing cross-border interns and are helpful sources of information for you as you undertake your own planning process.

Please do not hesitate to contact me, syptak-ramnathsf@state.gov, or Monica Sarmiento, sarmientom@state.gov with any questions or ideas of how we can support you in creating internship opportunities.

Stephanie Syptak-Ramnath
Minister Counselor for Public Affairs
U.S. Embassy Mexico City

INDEX

Program Overview	A
Parts of a successful Internship	B
Sample Internship Plan and Description	C
Sample Memorandum of Understanding	D
Sample Placement Process	E
Cost Breakdown	F
Information on Tecnológico Nacional de México	G
List of J-1 sponsors already working in Mexico	H

US Mexico Internship Program – For Host Organizations

Program Overview: The U.S.-Mexico Internship Program seeks to develop the regional workforce needed to position North America as the most competitive and dynamic region in the world. The program expands academic exchange and internship opportunities for U.S. and Mexican college students and recent graduates, bridging the gap between formal education and practical work experience. For up to 12 months, Mexican college and university students or recent graduates come to the United States to gain exposure to U.S. culture and receive hands-on experience in U.S. business practices of their chosen occupational field.

Assistant Secretary of State for Educational and Cultural Affairs Evan Ryan and Under Secretary for North American Affairs Sergio Alcocer signed a Memorandum of Understanding to create the U.S.–Mexico Internship Program on March 16, 2015. This new initiative supports the objectives of the Bilateral Forum on Higher Education, Innovation and Research (FOBESII), announced by Presidents Barack Obama and Enrique Peña Nieto in May 2013 under the auspices of the U.S.–Mexico High Level Economic Dialogue, and officially launched in May 2014.

Eligibility: Interns must be Mexican nationals or permanent residents who are currently enrolled in and pursuing studies at a foreign degree- or certificate-granting post-secondary academic institution in Mexico, or who have graduated from such an institution no more than 12 months prior to their exchange visitor program start date.

Limitations/Exceptions for Intern work environment: Interns cannot work in unskilled or casual labor positions, in positions that require or involve childcare or elder care or in any kind of position that involves medical patient care or contact. Nor can interns work in positions that require more than 20 percent clerical or office support work.

Is your organization interested in participating?

Step 1: To take part in the J-1 Intern program, potential host organizations should work with a designated sponsor who supervises the application process and is the main point of contact throughout the exchange program for both the intern and host organization.

Step 2: Designated sponsors specialize in different types of internships, once you find a sponsor that you like, contact that designated sponsor to begin the application and placement process.

Step 3: The designated sponsor will work with you to find a suitable intern that meets the needs of your organization.

Step 4: Once the sponsor identifies suitable candidates, you will work with the sponsor and the intern to develop a Training and Internship Participation Plan (T/IPPs) that outlines the specific internship program you will provide.

Step 5: During the program host organizations provide continuous on-site supervision and mentoring by experienced and knowledgeable staff.

Step 6: During the program it is the host organization's responsibility to ensure that interns obtain skills, knowledge, and competencies through structured and guided training.

Step 7: During the program host organizations must notify sponsors promptly of any concerns about, changes in or deviations from T/IPPs during the program and contact sponsors immediately in the event of any emergency.

Please contact j1visas@state.gov or http://j1visa.state.gov/programs/intern/ for more information.

U.S.-Mexico Internship Program

Parts of a successful Internship

J1 Sponsors

- What they do?: Supervise the application process, serve as the main point of contact throughout the exchange program for both the intern and the company, and issue the DS-2019 form
- How do you find one: List of designated sponsors available at: http://j1visa.state.gov/participants/how-to-apply/sponsor-search/?program=Intern

Host Company

- Contact the U.S. Embassy in Mexico City
- Prepare a list of positions offered by your company
- Develop an internship plan
- During the program:
  - Your organization should provide continuous on-site supervision and mentoring by experienced staff
  - Ensure that interns obtain skills, knowledge, and competencies through guided training
  - Contact J1 sponsor in the event of any emergency

Students

- Mexican nationals or permanent residents pursuing studies at a foreign degree- or certificate-granting post-secondary academic institution in Mexico, or
  Who have graduated from such an institution no more than **12 months** prior to their exchange visitor program start date
- Intern applies for a J1 visa
  http://spanish.mexico.usembassy.gov/es/visas/visas-de-no-inmigrante/categoras-de-visas/visas-de-intercambio-j.html

Funding

- Breakdown of costs involved is attached
- Possible Partners: American Chamber of Commerce, Consejo Coordinador Empresarial, academic institutions

If you need assistance or additional information you may contact Monica Sarmiento, Mission Public Affairs Coordinator, US Embassy Mexico City, at sarmientom@state.gov or at 5080-2738

U.S.-Mexico Internship Program

Sample Internship Plan and Description

(Things to think about when designing an internship)

Name of the Institution/Company:

Position and/or Project:

Area / Department:

Name, position, and contact information of immediate supervisor:

Placement coordinator:

Web page of Institution:

Date:

1. Brief description of the institution's activities, mission, staff profile, work place ambiance, among others. Please enclose to this description any additional documents that may help the grantee get acquainted with the company such as the staff organization chart/management, annual reports, and company brochures.

2. General purpose of internship project

3. Main responsibilities and activities that intern will perform (please provide as many details as possible)

4. Nature and scope
    a. Person and position to whom the grantee will report

5. With which positions will the grantee network both inside and outside the company?

6. Work Schedule – please make a distinction between the general business hours of the firm and the time schedule of the grantee (approximate); comment on flexibility or not of this time frame, lunch hours etc.

7. Rest days, holidays, and vacations-describe internal procedures to request for leave permits or sick-days.

8. Profile, skills, and academic background requirements from the grantee.

9. Relevant additional information.

"Sample Memorandum of Understanding"
Fulbright García-Robles, Binational Business Program

This Memorandum of Understanding is entered into by and between XXX (NAME OF THE GRANTEE), NAME OF THE COMPANY or INSTITUTION, and COMEXUS.

1. **Program Objective**

   The Fulbright-García Robles **Binational Bussines Program (the program)** is meant to promote mutual understanding between the Mexican and the United States' business communities.

   The program offers each grantee the opportunity to acquire work experience through professional internships at companies, institutions, or non-governmental organizations. Also, the grantees enroll in a minimum of three and up to six graduate courses at a high level university with a special focus in subjects such as business, finance, international commerce, and comparative law, among others.

2. **Grant Term**

   The grant is ten months long from September 1st, 2015 to June 30th, 2016.

   Considering the later, no changes in the grant term will be allowed. However, minimal adjustments in the starting and end dates of the program may be contemplated. These arrangement should be agreed upon by the grantee and THE COMPANY, and approved by COMEXUS.

3. **Installments and Conditions of Grant**

   The benefits that the grantee will receive from COMEXUS and his or her responsibilities are specified in the "Installments and Conditions of Gran Document" signed by both parties. Any modification shall be reflected in the before mentioned document. THE COMPANY may request a copy this document at any time.

4. **Updated data**

   If there are changes or updates about the grantee's data while in Mexico (personal address, working address, telephone numbers, email, among others) he or she shall immediately report to the Program Officer at COMEXUS.

5. **Visa and *Tarjeta de Residente Temporal***

   All program grantees must have a visa and a *Tarjeta de residente temporal, estudiante* that legalizes their stay in Mexico. The procedures associated to the procurement of such documents are responsibility of the grantee with the help of COMEXUS.

   Each grantee must hand in to the Program Officer a copy of their visa and *Tarjeta de residente temporal, estudiante* so the start date of these can be registered.

   According to this visa's specifications, the grantee will not be allowed to have a remunerated job, and therefore shall not receive/ask for any economic retribution from THE COMPANY in exchange for the work carried out during the professional internship.

Should the grantee exit the country during the duration of the program, he/she should have the authorization of both THE COMPANY and COMEXUS and must make sure to collect the proper immigration entrance/exit stamps. Previous of his/her exit from Mexico, the grantee must inform both the Program Coordinator and THE COMPANY. Failure to abide to this may result in a reduction of the monetary benefits of the grant.

Should the grantee's absence period exceed two weeks, COMEXUS will make a readjustment of the economic benefits in accordance.

6. **Mexican grantees**

   Those grantees with double citizenship, Mexican-American, need neither visa nor the *Tarjeta de residente temporal, estudiante*. Any entrance into or exit from Mexico must be done with the Mexican passport.

7. **Professionalism**

   The grantee commits to abide to the professional requirements of the program through the practice of the professional internship at THE COMPANY.

   The placement of the grantee at THE COMPANY is the result of a two month long evaluation/interview selection process. Before starting the professional internship, the grantee agrees to sign all internal documents that THE COMPANY shall require.

8. **Grantee's activities**

The grantee's activities and responsibilities throughout the duration program are specified in the same document that contains the position's description, which was previously elaborated and handed in to the grantee by THE COMPANY. The grantee must acknowledge wholly understanding, knowing, and abiding the document.

9. Changes of COMPANY or Organization

Relocations can only be made under extraordinary circumstances with explicit consent of THE COMPANY, the grantee, and COMEXUS and only if the possibility of an alternate COMPANY is real. THE COMPANY will be responsible of their economic commitment to this agreement up to the moment of the relocation.

10. Educational institution

The grantee must meet the academic requirements of the program at THE ACADEMIC INSTITUTION. No University changes are allowed.

11. University Courses

The grantee must attend at least three and maximum six graduate courses throughout the duration of the grant. The selection of such courses will depend on the grantee's preferences and the offer available at THE ACADEMIC INSTITUTION. This flexibility allows the grantee to optimize the academic and professional activities programmed. Language courses, weather taken at THE ACADEMIC INSTITUTION or independently, are not considered valid graduate courses.

The grantee commits to abide to the internal rules, meet the requirements, and stick to the academic calendars specified in each course of THE ACADEMIC INSTITUTION. Any costs associated to the failure of abiding to the internal rules, requirements or academic calendars shall be paid by the grantee.

12. Grades

It is the grantee's responsibility to maintain satisfactory academic and professional results in all grant related activities.

In a scale from 0-10, the minimum acceptable average for university courses will be 8.

It is the grantee's responsibility to report to COMEXUS the grades achieved at the end of each trimester or semester.

13. Monitoring

In order to monitor that the grantee meets the Program's objectives, COMEXUS will bimonthly send the grantee a simple questionnaire that must be timely handed in.

All the Program grantees will be conveyed by COMEXUS in two separate occasions throughout the Program. The first meeting, named "Mid Term Orientation", will take place between January and February 2016 and must be attended by grantees and representatives of the COMPANY. The goal of this meeting is to get to know about each grantee's activities progress. Attendance of all grantees is mandatory.

Towards the end of the Program, around May 2016, the second and last meeting will take place, which is exclusive for the grantees.

Attendance of all grantees is mandatory. In order to guarantee the grantee's adequate fulfillment of the professional requirements at THE COMPANY, COMEXUS will ask for the presence of its representative and/or of the employee of THE COMPANY that directs the grantee's professional activities.

14. "Fulbright-García Robles" Diploma.

At the end of the Program, COMEXUS will issue the grantee a participation diploma. Should the grantee fail to meet the Program's academic and/or professional requirements, COMEXUS will have the discretion of issuance of such diploma.

15.Cultural Days

Aiming to compliment the academic and professional experience with a cultural aspect, the Program promotes a "Cultural Day" once a month. During this day grantees will be able to take leave from their professional activities at THE COMPANY in order to engage in cultural activities that would otherwise be inaccessible to them.

Throughout the Program, there will be six Cultural Days, divided in the following months: October, November, January, February, March/April (depending on the Holly Week Break) and May.

The grantee agrees that the absence due to these days shall not affect any professional commitment at THE COMPANY. The grantee in coordination with COMEXUS will hand in to THE COMPANY the program of cultural activities for each month.

16. Modifications in the grant's activities

Any change in the activities related to the grant must be previously approved by COMEXUS. THE COMPANY must be informed of any changes.

17. Communication with COMEXUS

It is the grantee's responsibility to keep in constant communication with the Program officer to inform about any progress or delays in the program activities, as well as to inform about any special circumstance that might arises during his/her stay in Mexico, especially if there is any problem with THE COMPANY or THE ACADEMIC INSTITUTION.

18. Suspension and cancellation of the grant

The grant can be suspended or cancelled in the following situations:

a. Grantee's unjustified absence from the country for over two weeks
b. Failure to observe satisfactory professional or academic standards at THE COMPANY and/or THE ACADEMIC INSTITUTION.

19. Final Report

All grantees must render a two parts Final Report:

I. Evaluation questionnaire provided by COMEXUS, and
II. Online Report that must be completed at the Institute of International Education's webpage. To enable this completion, the Program Pfficer will make sure the grantee has the proper access codes.

The grantee has a maximum of six months from the program's end date to hand in the Final Report and therefore receive the last grant payment. After this six months period the payment will not be made.

20. Contribution

By taking part in the Program, THE COMPANY agrees to make a contribution of up to $120,000 MXN, depending on the university's tuition fees.

This contribution is calculated considering the tuition fee of the (up to) six courses of the grantee's academic institution.

COMEXUS will inform by written form the amount needed to cover the tuition fees, and THE COMPANY must make a deposit of the required contribution to COMEXUS' bank account. COMEXUS will be in charge of paying the tuition fees to THE ACADEMIC INSTITUTION.

21. Payment Calendar

THE COMPANY will pay COMEXUS the contribution in two separate payments, each one equivalent to the 50% of the total amount.

THE COMPANY will agree with COMEXUS, previously and bilaterally, the dates in which the contribution will be paid. Nevertheless, the total amount of the contribution must be deposited to COMEXUS by March 15th 2016 at the latest.

THE COMPANY will receive a tax-deductible receipt of the total amount of its contribution.

Any exceptions in this schedule of payments must be notified and discussed with COMEXUS.

22.Additional benefits from THE COMPANY to the grantee

COMEXUS requests that the company provides help to the grantee's by arranging initial temporary housing for up to one month at its expense and while the grantee finds his or her own housing. Such arrangement should include at least one private room with access to a full bathroom.

The parts agree that, if THE COMPANY is willing to give any additional benefit to the grantee, it could be done in kind compensation related to the grantee activities at the office (food, transportation, and or cell-phone).

THE COMPANY will determine these additional benefits at its own discretion.

23. Vacations and Office Schedule

This information is included in the position description previously provided by THE COMPANY.

COMEXUS and THE COMPANY agree the amount of hours that the grantee shall have as "Professional Practice" at the office is 30 hours a week.

It is understood that the grantee may have different activities besides the academic and professional ones, cultural experiences in perticular.

24. Program Administration

COMEXUS will be in charge of the administration of the program. Any issue regarding the Program will be reported to the Program Officer.

25. THE COMPANY'S responsibility

The COMPANY agrees to provide the compensation, housing and internship mentioned before. Therefore any bad or negligent conduct of the grantee will NOT be responsibility of THE COMPANY.

THE COMPANY can only stop or cancel its payment of the contribution in the following scenarios:

a. Grantee's unjustified absence from the country for over two weeks
b. Grantee's failure to observe satisfactory professional or academic standards at THE COMPANY.
c. Failure from COMEXUS to abide to the conditions agreed upon in this document.
d. When damage to the reputation of THE COMPANY seems likely or feasible.

COMEXUS and THE COMPANY will have, at any moment, the discretional right to end the current MOU through written form directed to COMEXUS or THE COMPANY, with at least 10 working days notice previous to the effective end date, given that all payments and obligations are fulfilled.

Mexico City, DATE

Grantee's name **Fulbright-García Robles Grantee**	**Representative Name and signature of the** **COMPANY**

Executive Director
COMEXUS

U.S.-Mexico Internship Program

Sample Placement Process

1. Companies and institutions where the grantee will do their internships will have to develop an internship program

2. Partners (J-1 sponsors, academic institutions, or government representatives) analyze the proposals and accept those that are in line with program goals.

3. Partners identify candidates and send the companies and institutions the grantees profiles.

4. Once the profiles and projects have been sent to both parties a calendar is set so that grantees and companies hold phone or internet interviews among them

5. After the interview process takes place, both companies and grantees propose their four top preferences and the partner does the matching process

6. Placement of grantees is settled by the signing of a MOU where the rules of the program are set (including payment schedule).

U.S.-Mexico Internship Program

Cost Breakdown for an Internship Program

These costs range from a short-term (4-6 months) program to a one-year internship program and take into account the full spectrum of possible costs and the extremes of either not incurring said costs or having them at the maximum end of the spectrum.

Concept	Cost short-term internship (4-6 months)	Cost one-year internship	Who pays
Application process and DS-2019 form	$1,200.00 USD	$5,000.00 USD	Normally the student pays. Some host companies will pay, most will not.
Travel	$750.00 USD	$750.00 USD	Host company can pay airfare
Rent/deposit	$500.00 USD	$1,000.00 USD	Some host companies offer housing, if not the student pays
Utilities	$300.00 USD	$300.00 USD	Some rentals include utilities, if not the student pays
Spending money (groceries) per month	$500.00 USD	$1,000.00 USD	Students should have some money to get through the first month before getting steady pay. Students pay
SEVIS fee	$180.00 USD	$180.00 USD	Host companies pay
Insurance	$300.00 USD	$800.00 USD	Host companies pay
VISA fee	$160.00 USD	$160.00 USD	Host companies pay
Total (USD)	**$3,890.00 USD**	**$9,190.00 USD**	
Total (pesos)	**$66,130.00 pesos**	**$156,230.00 pesos**	

ROE: $17 pesos/dollar

Information provided by:
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TECNOLÓGICO NACIONAL DE MÉXICO (TecNM)

This is an institution recently created by President Peña, to unify all the technological higher education services that the Ministry of Education had provided through the technological institutes since 1948. They include more than 250 institutes across all 32 states. The five years study plans are mainly engineering plans, which comprise a set of courses to accentuate the engineering formation according with the priority economic sectors of the region, where the institutes are located. The most predominant sectors are: Energy, automotive, agroindustrial, aeronautical, IT and enviromental sciences. Also, a six months internship is mandatory and accounts for 10 credits of the 260 SATCA total credits. Some of the engineering programs are: petroleum, renewable energy, geoscience, chemistry, electrical, electromechanics, electronic, logistic, etc. The number of students enrolled are more than 500 thousand. Each year, more than 50 thousand students must work their internships. If only one percent spoke good English, 500 students will be ready to apply for internships in american companies. Of course, this is a very conservative estimation. The specialty courses to accentuate the engineering formation are not fixed, which means they

could be taken at the nearest universtiy to extend the internship to one year.

Contact: Ofelia Angulo, Outreach Secretary, s_vinculacion@tecnm.mx

U.S.-Mexico Internship Program

J-1 sponsors already working in Mexico

AIESEC United States
Alliance Abroad Group, LP
Amity Institute
CCI Greenheart
Center for International Career Development
Communicating For Agriculture
Council for Global Immigration
Council on International Educational Exchange
Cultural Homestay International
Cultural Vistas, Inc.
Experience International
Fermi Research Alliance, LLC
Foundation for Worldwide International Student Exchange
French-American Chamber of Commerce in the United States
General Electric International, Inc.
German American Chamber of Commerce
Global Career Exchange, Inc.
HTP J-1 Visa Programs, Inc.
Intrax Internship Program
Microsoft Corporation
National Instruments Corporation
National Park Service
Pan Atlantic Consultants
State University of New York at New Paltz
The Museum of Modern Art
The Ohio State University
The Spain-US Chamber of Commerce
The University of Tennessee
The Washington Center
USDA/US Forest Service International Programs
Worldwide Farmers Exchange