

CALENDAR OF PROGRAM YEAR 2010-2011

PRE-ARRIVAL	COLLEGE APPLICATIONS: Please complete and submit to CDS International by <i>March 17th 2010</i> or at earliest possible time for participation in the coming program year.
	HOST FAMILY SEARCH: Preferably, host family placements should be complete by <i>May 31st 2010</i> in order for each participant to have the opportunity to correspond with the family prior to departure from Germany.
AUGUST/SEPT 2010	ORIENTATION: The three-day orientations are held in New York City.
	TRAVEL TO COMMUNITIES: Travel to the final communities is coordinated by CDS International, CBYX Staff.
	SOCIAL SECURITY CARD: The participants are in the United States on a J-1 visa sponsored by the US Department of State . They should apply for a Social Security card/number within the first few days of arrival.
	INSURANCE: The participants are covered by a limited sickness and accident insurance plan immediately upon arrival in New York City.
	WORK: Part-time study/part-time work begins for those Young Professional participants who are participating on a part-time basis. Participants are required to work 20-25 hours per week.
SEPTEMBER 2010	HOST FAMILY STIPEND: Host families of Young Professionals will receive the first monthly stipend check for hosting August and September. <i>*Note because of US State Department regulations, a current HFS Request form must be on file at CDS before stipend checks may be issued for the current year.</i>
	WORKING ON-CAMPUS: Participants studying full-time may work on-campus during the semester.
	COMMUNITY SERVICE PROJECT: Participants are expected to seek and complete a 20-hour community service project in the host community. Project descriptions are to be included in the mid-year report (due in December).
OCTOBER 2010	RESUMES: Young Professional participants must put together their American-style resumes.
	INTERNSHIP SEARCH: By mid-October, all Young Professional participants must be actively pursuing work including sending out resumes, networking, and interviewing.
	INTERNSHIP REQUIREMENTS: Employment must be in a field related to the participant's profession and should provide a livable wage.
NOVEMBER 2010	INTERNSHIP SEARCH: The internship search continues. If no confirmed internship has been found by the end of November, CDS must be contacted in order to assist with the search.
	BEGINNING THE INTERNSHIP: Those participants whose classes end in November should begin the internship as soon as possible after exams.

DECEMBER 2010	EMPLOYMENT CONFIRMATION: CDS needs a letter from each participant's employer confirming work starting (January 3 rd) and ending date (June 30 th), salary, position, responsibilities and supervisor's name.
	HOLIDAY TRAVEL: No personal travel will be permitted during the Holiday Break until CDS has received a letter of confirmation from the employer.
	RELOCATION: Some participants arranged internships from Germany for which they will need to move at the end of the semester. Participants are required to look for internships in their local communities and may not look elsewhere without prior discussion with CDS. Any relocation requires CDS approval.
	MID-YEAR REPORT: Upon conclusion of study, each participant must complete a mid-year report and send two copies to CDS.
JANUARY 2011	INTERNSHIP: Most Young Professional participants begin their internships the first working day in January (January 3 rd).
	FILING TAXES: All participants are required to file a 1040NREZ form, regardless of whether they earned money in the Fall or not. Specific information will be sent to participants.
FEBRUARY/APRIL 2011	WORK/STUDY: Most Young Professional participants work full-time during these months. Part-time Young Professional participants and agricultural participants continue to work part-time and take classes at their colleges.
MAY 2011	WORK: For those participants who were working and studying part-time throughout the year, work should continue on a full-time basis once classes end. Any exceptions to this must be cleared by CDS.
JUNE 2011	FINAL REPORT: Each participant must complete a final report one month prior to the Washington evaluation and send two copies to CDS.
	INTERNSHIPS END: All participants must work through June 30 th .
JULY 2011	TRAVEL TO SEMINAR: Participants may select a plane ticket or be reimbursed for mileage from their home community to Washington, DC.
	FINAL EVALUATION SEMINAR: This mandatory two and a half day seminar will be held in Washington, DC, before the participants return to Germany. Seminar includes program evaluation with and without State Department officials, re-entry adjustment, and a sight-seeing tour of Washington, DC.
	RETURN FLIGHT TO GERMANY: All participants must return to Germany as a group. No extensions of the visa are possible for any reason.