



Baltic-American Freedom Foundation

Professional Internship Application

Dear Program Applicant,

Thank you for your interest in applying to the Baltic-American Freedom Foundation (BAFF) Professional Internship Program. The BAFF mission is “to enrich the ties between the United States, Estonia, Latvia, and Lithuania through programs of education and exchange centering on economic growth and democratic processes. Visibly strengthening U.S.-Baltic ties is a core goal.” BAFF implements this mission through exchange programs like the BAFF Professional Internship Program.

Open to legal permanent residents of Estonia, Latvia, and Lithuania, the BAFF Professional Internship Program is a competitive scholarship that allows students and recent graduates to create their own career-building success through internship and training opportunities at U.S. companies and organizations for six months to a year. For applicants who are accepted, the BAFF scholarship is all-inclusive and will cover all expenses related to the program, including internship placement, U.S. visa, health insurance, and roundtrip airfare. Each participant will also receive a monthly stipend to cover accommodation, living expenses, and local public transportation.

Applicants must agree to the Two-Year Home Country Physical Presence Requirement as a precondition for applying. Compliance with the residency requirement constitutes a moral obligation that relates to the foundational aim of BAFF to promote economic growth in the Baltic states through investment in the career development of young professionals.

Your application will be assessed on your academic record and English language skills, the match between your professional objectives and the BAFF mission, and your potential contribution to the Baltic states. As you prepare to submit your application, please consult the BAFF Professional Internship Application Checklist. Use the checklist to gather all of the documents required to complete your application. All application documents must be submitted at the same time by the stated deadline.

If you have questions while you are working on your application, please contact us.

Thank you again for your interest in the BAFF Professional Internship Program.

Sincerely,

Ilze Doskina
Regional Program Director, Baltic States
Baltic-American Freedom Foundation (BAFF)
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Professional Internship Application

Baltic-American Freedom Foundation

Personal Details (Please complete as they appear on your passport)

Last name:	Given name(s):
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth (dd/mm/yyyy):
Country of citizenship:	
Country of legal permanent residence:	
Is this your first time applying for a BAFF scholarship? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Contact Information

Email (mandatory):
Skype name:
Mobile (country code/number):
Home telephone (country code/number):
Country:

Academic Status (List all degree programs)

Degree 1: <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Ph.D. <input type="checkbox"/> Other	
University:	
Faculty:	
Department:	Specialization:
Overall academic average:	
Graduation/Expected Graduation (mm/yyyy):	

Degree 2: <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Ph.D. <input type="checkbox"/> Other	
University:	
Faculty:	
Department:	Specialization:
Overall academic average:	
Graduation/Expected Graduation (mm/yyyy):	

Degree 3: <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Ph.D. <input type="checkbox"/> Other	
University:	
Faculty:	
Department:	Specialization:
Overall academic average:	
Graduation/Expected Graduation (mm/yyyy):	



Internship Placement Preferences

Internship placements will consist of professional training related to the Applicant’s field of study and career path. BAFF cannot guarantee placements of desired length, in desired geographical locations, or at preferred companies. However, individual suggestions and preferences will be taken into consideration whenever possible.

Preferred Internship Dates

Spring internships must begin April 1 through July 1. Fall internships must begin October 1 through January 1.

Preferred duration of Internship in months:

Internship field/industry of interest:

Specialization(s) within the field of interest (if any):

Please list three specific professional development goals you wish to achieve during your internship.

1.

2.

3.

Describe yourself, your qualities, and your strengths and weaknesses.

Explain the challenges of your industry or field and the solutions you propose.

Describe the professional experience you would like to gain through a U.S. internship. Explain how a professional internship will enable you to contribute to your career, industry or field, and home country.

Describe how you will contribute to the BAFF Alumni Association at the conclusion of your professional internship.



How did you find out about BAFF?

Previous Visas

Have you ever received a J-1 visa to enter the U.S.? Yes No

If you answered yes to this question, please complete the following section. If you have received more than three previous J-1 visas, please copy this page to provide the same information as below for each additional visa.

<p>1. Type of program</p> <p><input type="checkbox"/> Trainee</p> <p><input type="checkbox"/> Intern</p> <p><input type="checkbox"/> Research Scholar</p> <p><input type="checkbox"/> Other, specify:</p>	<p>Organization (employer):</p> <p>Program sponsor:</p> <p>City: State:</p> <p>Dates of DS-2019 (dd/mm/yyyy):</p> <p>From: To:</p>
<p>1. Type of program</p> <p><input type="checkbox"/> Trainee</p> <p><input type="checkbox"/> Intern</p> <p><input type="checkbox"/> Research Scholar</p> <p><input type="checkbox"/> Other, specify:</p>	<p>Organization (employer):</p> <p>Program sponsor:</p> <p>City: State:</p> <p>Dates of DS-2019 (dd/mm/yyyy):</p> <p>From: To:</p>
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Other Visa Information

If you answer yes to any of the below questions, please submit all relevant documentation along with this application.

Have you ever been denied entry into the U.S.?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever applied for a visa to immigrate permanently to the U.S.?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been arrested and convicted of a crime in your home country?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been arrested and convicted in the U.S.?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been refused a visa by a U.S. Embassy or Consulate?	<input type="checkbox"/> Yes <input type="checkbox"/> No



Participant Declaration

The Participant Declaration serves to outline the terms and conditions of participation in the BAFF Professional Internship Program administered by CIEE.

Read the following information carefully and retain a copy for future reference. Be sure to check the box and add your name and the date at the end of the agreement before submitting your application. Applications that do not contain this information will not be considered.

Section I. Applicant Responsibilities

1. The Applicant agrees that all information provided in the application is true to the best of his or her knowledge and acknowledges that any false or misleading information may lead to rejection of the application or, if discovered later, to immediate dismissal from the program.
2. The Applicant confirms that the recommendation letters submitted by the Applicant were written by the recommender, not by the Applicant and simply signed by the recommender.
3. The Applicant confirms that the Applicant's personal statement represents the Applicant's original work and thoughts and has not been copied from any other source. Plagiarism of any kind will lead to automatic disqualification or, if discovered later, dismissal from the program.
4. The Applicant is responsible for considering his or her personal health and safety needs, as well as those of any accompanying family members, when applying for or accepting the Internship. If the Applicant suffers from any health or other condition that would create a risk for him or her or others while abroad, he or she should not apply.
5. BAFF/CIEE reserves the right to refuse sponsorship to any Applicant that BAFF/CIEE deems does not meet program eligibility requirements or any Applicant that BAFF/CIEE does not deem appropriate to accept in the general interests of the program.
6. The Baltic-American Freedom Foundation Professional Internship is a competitive award and therefore reserves the right to select a limited number of Applicants to receive the award, who the selection committee decides best embody the values, goals, and objectives of BAFF.

Section II. General Program Participant Responsibilities

7. The Participant is responsible for reading and carefully considering all materials made available that relate to safety, health, legal, environmental, political, cultural, and religious customs, and conditions in the U.S. The Participant must take full responsibility in the event that laws, regulations, or customs are broken, regardless of his or her actual knowledge of these laws, regulations, or customs.
8. The Participant acknowledges that it is solely the Participant's responsibility to abide by all BAFF and CIEE program rules and U.S. laws and regulations with respect to the Participant's visa status. The Participant agrees that any injury or damage that the Participant may incur by not leaving the U.S. in accordance with the Participant's visa or applicable stipulations of BAFF and CIEE program rules and/or U.S. laws and regulations shall be the sole responsibility of the Participant and not the responsibility of either BAFF or CIEE.
9. In addition to reviewing all program materials, the Participant is required to attend an in-person orientation prior to departure for the U.S.
10. Passports must be valid for at least 6 months beyond the anticipated date of departure from the U.S. Individuals who have recently held a J-1 visa for the U.S. must remain in their home country for a minimum of 90 days before BAFF/CIEE can issue a DS-2019 form. The Participant is responsible for submitting all requested documentation (including passport copy) to BAFF/CIEE by the deadline stated in the Internship award acceptance letter for visa processing. BAFF/CIEE cannot be held responsible for any additional costs incurred (including the cost of rebooking a flight) due to delays by the Participant in submitting documentation or delays by the U.S. Embassy in issuing a visa. It is the responsibility of the Participant to exercise due care once in possession of the legal documentation (DS-2019) and visa. The cost of replacing these items due to lack of care must be borne by the Participant.
11. The Participant will be issued a DS-2019 form, provided all relevant program requirements are met, but BAFF/CIEE cannot guarantee that the U.S. Embassy or Consulate will issue a J-1 visa.
12. The visa application process may take as long as several weeks to complete. Since the Participant must surrender his or her passport to the Embassy during the visa application process, the Participant must be sure not to arrange any travel for which a passport is necessary during the visa application period.
13. Once the Participant has commenced his or her travel to the U.S., BAFF/CIEE cannot amend the program dates as listed on the DS-2019 beyond 12 months for any reason. It is the Participant's responsibility to check the program start and end dates prior to traveling to the U.S. to ensure that the dates are correct.
14. This program is subject to U.S. government approval and change without notice. Please also note that the U.S. government has implemented an immigration tracking system, known as SEVIS, for all J-1 visa holders. The Participant is required to comply with all U.S. government visa and immigration requirements, including the SEVIS requirements as follows: a) Notification of arrival at the U.S. Host Organization to CIEE within 20 days of the DS-2019 program start date. b) Provision of a valid email address and phone number upon arrival at the U.S. Host Organization. c) Notification to CIEE of any change in U.S. home address within 10 days of the change.
15. As part of this program, the U.S. government requires that all participants have a certain level of insurance coverage, which BAFF/CIEE includes as a mandatory part of its program. Insurance is provided for the Participant for the entire legal stay in the U.S. Internship insurance coverage will start on the date of arrival in the U.S. (up to ten days before the beginning of the Internship) and terminate on the day of departure from the U.S. (up to 30 days after the end of the Internship). This insurance is a travel-related policy. It has significant limitations and restrictions, which may include denial of coverage for pre-existing conditions, may require different levels of co-pays or deductibles, and insurance may not be available at all under certain circumstances. In addition, ongoing treatment for certain or all conditions may be denied. For example, coverage for standard treatments for chronic or serious diseases or conditions may be denied or be sharply limited in terms of scope and duration. As a result, inasmuch as the insurance policy will not cover such conditions and treatments, the Participant would have to return to his or her home country for treatment. It is the responsibility of the Participant to understand the provisions of this coverage and to maintain and/or purchase additional home country coverage during the period of his or her participation. In addition, it is the Participant's responsibility to purchase further insurance should he or she extend his or her period abroad for any reason.
16. Under the U.S. Government's Health Insurance Portability and Accountability Act (HIPAA), BAFF/CIEE is restricted in its access to certain medical information or records in the event that a Participant has an accident or requires medical care in the U.S. In order for BAFF/CIEE to assist the Participant to the fullest extent possible with insurance-related issues, BAFF/CIEE will request a signed Privacy and Confidentiality Release Form from the Participant. This form is optional and the Participant can choose whether or not BAFF/CIEE is granted access to this information.
17. The Participant must supply BAFF/CIEE with the name and contact details of next of kin to be contacted in the case of emergency.



Participant Declaration (Continued)

18. All travel before, during, and after the program is at the Participant's own risk. Also, if the Participant chooses to operate motorized vehicles, he or she is responsible for obtaining the necessary license, permission, and insurance, and does so at his or her own risk.
19. The Participant agrees that she or he will not engage in any activity that would bring the BAFF Professional Internship Program, CIEE, or the U.S. Department of State into notoriety or disrepute. BAFF/CIEE reserves the right to dismiss from the Program any Participant who is deemed by BAFF/CIEE to be a danger to him or herself or others or whose conduct is deemed to be detrimental to the Program. In the event of such a dismissal, BAFF/CIEE shall not be held responsible for any airfare, charges, or any other expense incurred by the Participant.
20. The Participant agrees to complete an online evaluation at the mid-point and at the end of the program.

Section III. Participant Responsibilities with Respect to Her or His U.S. Host Organization

21. BAFF/CIEE does not guarantee the availability of internship/training positions. A Host Organization's representation that a position is being held does not constitute a binding contract that the internship/training position will be available when the Participant arrives. The Host Organization's commitment is one of good faith only. In addition, if the Participant does not have sufficient English proficiency, does not arrive on the expected start date, or has made any false or inaccurate statement on the application, the Host Organization may choose not to provide training. Furthermore, if the Participant does not meet the contractual obligations of the Host Organization or of CIEE, the program may, at the sole discretion of CIEE, be terminated.
22. BAFF/CIEE is not responsible for any expenses incurred by the Participant if he or she has not started training by the agreed date due to any circumstances not under the direct control of BAFF/CIEE.
23. Award amounts are based on the length and location of the internship and are calculated to include visa fees, travel, medical insurance, accommodation, meals, and basic daily living expenses. BAFF/CIEE will not provide funding for the Participant's dependents as part of the Professional Internship Program. Award amounts are not negotiable. Exact award amounts will be communicated in the form of an award report that the Participant will be required to sign, date, and return to CIEE. The Participant should be prepared to bring money to pay for discretionary spending (gift shopping, tourist travel in the U.S., attending cultural events, etc.)
24. The Participant must only train at the Host Organization listed on the DS-2019 form. The Participant is not authorized to seek or carry out any other training or regular employment during the period covered by BAFF sponsorship. Furthermore, the Participant must not seek to extend his or her employment or stay in the U.S. or any other foreign country at the conclusion of the Internship (see Section V. below). Doing so may lead to termination of Internship support.
25. If the actual internship/training position deviates significantly from the terms set forth in the Form DS-7002, or if the internship/training environment, for whatever reason, proves unsupportive, the Participant should contact CIEE directly. If warranted, CIEE will endeavor to assist the Participant in finding another position. However, BAFF/CIEE makes no guarantee that it will be able to do so and furthermore makes no representation that it will be able to find an internship/training position for the Participant in the same geographical area.
26. If the Participant is terminated by the Host Organization from the internship/training program for non-compliance with the Internship/Training Placement Plan or the workplace rules of the Host Organization, she or he will be also terminated from the program. A terminated Participant also loses his or her legal right to remain in the U.S.

27. The maximum allowed length of training is 11 months; however, the overall period of time in the U.S. may extend beyond the maximum training duration as follows: The Participant can arrive in the U.S. a maximum of 10 days prior to the DS-2019 program start date and remain in the U.S. for up to 30 days beyond the DS-2019 program end date, subject to airfare rules. The 30 days after the program end date represents a "Grace Period" extended to the Participant by the U.S. government. This period may be used for travel within the U.S. The Participant is not allowed to train or to work in any capacity during this time. Moreover, the Participant is not allowed to leave and re-enter the U.S. during this period, since the DS-2019 will have expired.
28. If the Participant's original internship/training program, for whatever reason, ends prior to the end date listed on the DS-2019 form, it is the Participant's responsibility to inform CIEE as soon as this is known and, in any case, before the last day of training.

Section IV. Contractual Terms and Other Program-Related Conditions

29. The English language version of the BAFF Professional Internship Program Application, including this Participant Declaration, is the binding contract between the Participant and BAFF/CIEE.
30. BAFF/CIEE makes no representation or warranty of any kind, expressed or implied, as to the suitability of the Internship for any participant, and BAFF/CIEE disclaims all such warranties to the full extent of the law.
31. The conduct of the Intern/Trainee Program is subject to U.S. government approval and may change without notice.
32. BAFF/CIEE, its or their employees, directors, officers, and shareholders (collectively "BAFF/CIEE") does not own or operate any entity which is to or does provide goods or services for my program including, for example, arrangements for or ownership or control over houses, apartments or other lodging facilities, classrooms or study facilities, airline, vessel, bus or other transportation companies, local ground operators, visa processing services, providers or organizers of optional or required excursions, food service or entertainment providers, host universities and institutions, employers, etc. All such persons and entities are independent contractors. As a result, BAFF/CIEE is not liable for any negligent or willful act or failure to act of any such person or entity, or of any third party. Without limitation, BAFF/CIEE is not responsible for any injury, loss, or damage to person or property, death, delay or inconvenience in connection with the provision of any goods or services occasioned by or resulting from, but not limited to, acts of God, force majeure, acts of government, acts of war or civil unrest, insurrection or revolt, strikes or other labor activities, criminal, terrorist or threatened terrorist activities of any kind, overbooking or downgrading of accommodations, structural or other defective conditions in houses, apartments or other lodging facilities (or in any heating, plumbing, electrical or structural problem therein), mechanical or other failure of airplanes or other means of transportation or for any failure of any transportation mechanism to arrive or depart timely or safely, dangers associated with or bites from animals, insects or pests, sanitation problems, food poisoning, epidemics or the threat thereof, disease, lack of access to or quality of medical care, difficulty in evacuation in case of a medical or other emergency, or for any other cause beyond the direct control of BAFF/CIEE. In addition, BAFF/CIEE is not liable for its own negligence and Participant releases BAFF/CIEE therefrom.
33. BAFF/CIEE does not accept liability or responsibility for alterations, delays, acts of government or public authority, or other circumstances amounting an event of "force majeure."
34. FORUM FOR DISPUTES/ARBITRATION: I agree that any dispute concerning, relating or referring to this contract or other literature concerning my program, or the program itself, shall be resolved exclusively in courts in and for Portland, Maine, to the exclusion of courts anywhere else, and for this limited purpose, I



Participant Declaration (Continued)

agree to personal jurisdiction and proper venue in said courts. Alternatively, if I choose, I understand I can proceed by binding arbitration in Portland, Maine according to the then existing Commercial Rules of the American Arbitration Association. Such proceedings will be governed by substantive Maine law. The arbitrator and not any federal, state, or local court or agency shall have exclusive authority to resolve any dispute relating to the interpretation, applicability, enforceability, conscionability, or formation of this contract, including but not limited to any claim that all or any part of this contract is void or voidable.

- 35. BAFF/CIEE reserves the right to dismiss from the Program any Participant who is deemed by BAFF/CIEE to be a danger to him- or herself or others or whose conduct is deemed to be detrimental to the Program in any way. In the event of such a dismissal, BAFF/CIEE shall not be held responsible for any airfare, charges, or other expense incurred by the Participant.
- 36. The Participant shall be responsible for and held liable for all his or her acts along with any loss or damage that results from those acts while he or she is in the Program. In the event that BAFF/CIEE, its affiliates and overseas representatives and/or its and their employees suffer any loss or damages as a result of the acts of the Participant, the Participant agrees to indemnify the party that suffered such loss or damages. Such claims for indemnification shall cover any and all claims, causes of action, judgments, losses, costs, or expenses that may be made against any of the parties listed or that said parties may suffer or incur as a result of or relating to acts of the Participant.
- 37. BAFF/CIEE may provide the Participant's contact information to third parties who provide useful services to internship program participants. Third parties receiving this information will be required to provide the Participant with the opportunity to opt out after the first contact.
- 38. The Participant understands that he or she is on a cultural exchange program. He or she agrees to actively participate in American cultural activities during the program. The Participant agrees to make a good faith effort to seek out and participate in American cultural activities and to interact with American citizens, serving as a cultural ambassador of his or her home country and the U.S.
- 39. The Participant gives BAFF/CIEE permission to use any written, photographic, or video images of himself or herself in the course of reporting on and/or promoting BAFF/CIEE programs.

Section V. Two-Year Home Country Physical Presence Requirement

- 40. The Participant agrees that upon completion of the BAFF/CIEE program, he or she is required to return immediately to, and reside in, the country of permanent residency named below for a minimum of two years and is not permitted to stay or attempt to stay in the U.S. or any other foreign country, to work, pursue work, or study. The Participant furthermore understands and agrees that neither the legal right granted by the U.S. Government to remain in the U.S., employment, education, marriage to anyone, including a legal U.S. resident, pregnancy or parenthood, nor the health of the Participant or any family member of the Participant or his or her spouse releases the Participant in any way from the Two-Year Home Country Physical Presence Requirement (the "Residency Requirement"). The Participant agrees that in the event that he or she does not meet the Residency Requirement without the express written consent of BAFF/CIEE, he or she will immediately refund BAFF/CIEE the entire Internship award amount, as well as any and all collection expenses, including but not limited to legal expenses, which may add significantly to the award amount to be repaid. The Participant understands that the Residency Requirement is at the heart of the success of the BAFF program, and agrees that he or she will not seek to modify it in his or her case at any point in time.

- 41. The Participant agrees to notify BAFF/CIEE of his or her return travel dates as specified by the Program Director and to contact BAFF/CIEE to arrange an in-person meeting to be held within 30 days of his or her return to his or her country of permanent residency named below. The purpose of this meeting is to review the Participant's U.S. experience, update contact information, establish compliance with the Residency Requirement, inform the Participant about BAFF Alumni Association activities, and learn about the Participant's plans for the next two years.
- 42. During the period covered by the Participant's Residency Requirement, at regular intervals as specified by the Program Director, the Participant is required to provide BAFF/CIEE with proof of his or her employment or student status in the country of his or her permanent residency named below. The Participant has an obligation to inform BAFF of any change of residency status within the next two years.

Applicant Signature

I hereby waive and release BAFF/CIEE, its affiliates and overseas representatives and its and their employees, to the maximum extent permitted by law, from any claims, causes of action, and liability for any loss or damage (including, without limitation, damage to property, personal injury, illness, or death) suffered or incurred in connection with the BAFF Internship Program or Internship, whether based on breach of contract, statutory duty or warranty, negligence, or any other grounds. I will indemnify BAFF/CIEE, its affiliates and overseas representatives, and its and their respective employees from any loss or damage incurred or suffered by them and caused by me in connection with the Program.

I agree to abide by all BAFF/CIEE program rules and by United States government laws pertaining to my visa status. I have carefully read and agree to honor the details of my Internship and also acknowledge my responsibility to strictly follow the rules and regulations of my Host Organization in the U.S.

I understand that BAFF/CIEE sponsorship authorizes me to complete my Internship only at the organization cited by BAFF/CIEE or as outlined by my proposal. I understand that I am not authorized to seek or carry out any other training or regular employment during the period covered by BAFF/CIEE sponsorship.

I certify that all of the statements in this form are correct and that I have carefully read the conditions of this program. I am aware that any violation of program conditions may cause BAFF/CIEE to withdraw its sponsorship, resulting in a loss of my legal right to remain in the U.S. and to carry out my Internship, and that I will not be entitled to any reimbursement of costs.

By checking the appropriate box below, I confirm that I have read, understood, and agree to all terms outlined in the Participant Declaration. Additionally, by signing below, I also confirm that, to the best of my knowledge, all information contained in the BAFF Professional Internship Program Application is true and accurate.

I agree

Name:
Date:
Country of Permanent Residence
<input type="checkbox"/> Estonia <input type="checkbox"/> Latvia <input type="checkbox"/> Lithuania