



2009 Internship in Costa Rica

Location	San Jose and Manuel Antonio, Costa Rica
Start Dates	Year round. Minimum of 4 weeks, maximum 12 months
Program Fees	4 weeks: US\$2510 8 weeks: US\$3010 12 weeks: US\$3490 Add'l week: US\$195 Add'l Spanish: US\$290
What's Included	Guaranteed internship placement Housing 2 meals per day, 7 days per week 2 weeks of 20 hours/week intensive Spanish classes Basic International Traveler's Medical Insurance Training, Orientation, Evaluation & Assessment Certificate of completion or reference letter with internship company Full-time pre-departure & local support
What's not Included	International and local transportation
Benefits	Immersion in a Spanish speaking environment Mastery of work-related vocabulary
Accommodations	Private room in a carefully selected and screened homestay, with two meals/day, 6 days/week

Program Details & Highlights

Internship in Costa Rica Offers:

- Practical international work experience in your field of interest
- A reference from your employer upon completion of your term
- An opportunity to broaden your perspective and worldview
- An opportunity to participate in and learn local cultural activities (e.g.: sports, music, cooking)
- Memorable travel experiences with the chance to see exotic sites you have always dreamed about
- The ability to make lifelong friends from around the globe
- A valuable work experience that strengthens your resume, exhibiting your diligence, independence, and intercultural experiences

- A great way to develop and support your self-confidence and interpersonal skills

Cultural Embrace Offers:

- **Guaranteed Internship Offer Prior to Departure**
Cultural Embrace guarantees an internship offer that matches your requested field of interest. Placement confirmed based on employer's approval prior to departure.
- **Housing**
Cultural Embrace includes a private room in a carefully screened and selected homestay. We may also assist in the booking of rental apartments for an additional charge.
- **Meals**
Breakfast and dinner are provided by your host family seven days a week.
- **Arrival Assistance**
SJO Airport and transfer included in your program fees (bus ticket to Manuel Antonio included). Return transfers to the airport may be organized before or while in Costa Rica for an additional fee.
- **Travel Insurance: Basic Major Medical Coverage**
Our policy provides basic medical coverage. *Cultural Embrace* highly recommends additional travel insurance, which is available at extra cost.
- **Visa Assistance**
Cultural Embrace will assist you with information to obtain a visa from Costa Rican immigration (if necessary), but we have no ability to guarantee government issuance and/or visa availability.
- ***Cultural Embrace* "Culture Kit"**
Before your departure, we send you a packet filled with useful tips, advice, and information to prepare you for the amazing adventure of living and working abroad.
- **Full-time Representation**
Cultural Embrace provides bi-lingual representation in the United States and Costa Rica prior to, during, and after your placement.

Program Requirements

In order to participate in the intern programs, *Cultural Embrace* requires that you:

- Be at least 18 years of age. If you are younger than 18, we require that you have a written form stating parental/guardian consent.
- Enjoy providing a service and working with others in a challenging environment
- Intermediate/advanced level of Spanish preferred for intern positions
- Be open to foreign cultures and living abroad
- Possess a high level of responsibility
- Be dedicated to the full term of commitment
- Provide us with a criminal background check

2009 Schedule & Fees

4 weeks	\$2510
8 weeks	\$3010
10 weeks	\$3230
12 weeks	\$3860
Additional week	\$195

**Please note prices are subject to change according to world currency exchange rates*

***Prices listed in US Dollars, and AUD\$, CAN\$, £, € accepted*

How to Apply

1. Obtain the **Intern Abroad Application Forms & Procedures** documents in one of two ways:

- (a) Download the forms from our website at **www.culturalembrace.com**
- (b) Call **Cultural Embrace** at **1-512-469-9089** or **1-888-214-8570** (US toll-free) to have the forms mailed to you in 7-10 days.

2. Read the instructions carefully and *complete all forms*.

3. Submit your completed application packet to:

CULTURAL EMBRACE
7201 Bill Hughes Road
Austin, TX 78745 USA

Completed packet should include:

- Intern Program Application
- Signed Work/Intern Agreement
- Copy of your passport (information page only)
- University/College transcript (official please)
- Copies of diploma or certificates related to field of interest (if applicable)
- Resume/CV
- Cover Letter explaining why you want to work in Costa Rica
- Two References: preferably professional and/or character references
- Doctor's Certificate verifying that you are in excellent mental and physical health
- Copy of Police Clearance (obtainable from your community's local police station)
- Four 1½" x 2" official passport-size photos (with your printed name on each photo)
- One smiling full-length photo of yourself
- US\$200 non-refundable deposit (credited towards your program fee)

Upon receipt of your application, a **Cultural Embrace** coordinator will contact you for a 20-30 minutes phone interview. Once we accept you in to our program, you will receive an invoice for the remainder of your program fee. In order for us to contact our local partners to start your placement process, we require at least 50% of your program fee.

We recommend submitting your application and program fee at least 16 weeks prior to your desired start date in order for us to organize and arrange your internship.

***Cultural Embrace** requires an expedited application fee for those applying 16 weeks or less before the desired date of departure. Applications received 12-16 weeks prior to desired departure date will be charged \$150. Applications received less than 12 weeks before the desired departure date will be charged \$250. Cultural Embrace cannot place participants with fewer than 8 weeks notice in the Internship in Costa Rica program.

Frequently Asked Questions

1) *What type of internship placements can be found?:*

Cultural Embrace and our local partners work with a large number of companies and offers placements in many different fields, such as: Social Work, Medicine, Business, Entertainment, Hospitality, Tourism, Education, Law and much more.

2) *Where are the internships and can I choose where I will be placed?*

Internship placements are located in San Jose and Manuel Antonio. We encourage participants to ask for a specific industry and we try our best to meet your preferences, but please keep in mind that we can only make placements according to companies' availability and acceptance.

3) *Where can I live?*

Cultural Embrace will pre-arrange your accommodations prior to your arrival in Costa Rica. Our program fees include a private room in a carefully screened and selected homestay with two meals a day (breakfast and dinner). If you would like an apartment, please let us know and we will be happy to arrange this for an additional charge.

4) *How long can I intern in Costa Rica?*

This program is a minimum of one month and can last for up to three months without any special arrangements. If you wish to continue your internship longer than three months, you will need to get a student visa or obtain an extension of your tourist visa.

5) *What type of visa assistance does **Cultural Embrace** provide?*

Please note that any visa fees and applications are the responsibility of the applicant. And, while we will assist you during the process, **Cultural Embrace** has no control over the visa process and cannot guarantee that your visa application will be accepted. Special arrangements will not be necessary for internships three months or less.

6) *What are the language requirements?*

Most employers will require at least an intermediate level of spoken Spanish. You will receive an oral interview upon your arrival in Costa Rica before beginning your internship to confirm your Spanish proficiency. If you would like to take intensive Spanish language classes before your internship begins to obtain this level of fluency, please just let a **Cultural Embrace** representative know and we will be happy to arrange this for you.

7) *What are the working conditions?*

Your work schedule will be assigned by your employer, but you will start off working part-time while you are taking Spanish classes. After the 2 weeks of classes have finished, you will begin interning full time.

Although this is an unpaid work experience, you are expected to be dedicated to your duties and responsibilities. Each employer has its own working and schedule arrangement that you should be willing to accept. Of course you are encouraged to travel, but please consult with your employer to see if you can organize a schedule that will be effective for all parties involved.

8) *What should I wear or bring to Costa Rica?*

This depends on your field of interest and job. We recommend that you dress with a 'smart casual' attitude. However, we will provide you with more details in your **Cultural Embrace** pre-departure kit about your job and packing list.

9) *Can I intern and/or live with a friend or partner?*

Yes, you can enroll in this program with other people, however, please note that positions may be limited within a company. If we cannot find you an internship together with the same employer, we will try our best to organize your placements in the same area. We can arrange your accommodations together in a double occupancy, or organize single rooms in the same area. Additionally, we encourage you to travel and explore your world with others. This enhances your experience and memories, and you can be rewarded for referring others to travel on a CE program.

10) *How long will it take to make my placement?*

We ask applicants to apply at least 16 weeks in advanced of your desired start date. The placement may take less time than this, but we want to ensure that we have enough time to find a great placement for you! There are additional administrative fees if you apply less than 16 weeks in advance, and we do not contact our local partners until we receive at least 50% of the program fee payment.

11) *When should I buy my plane ticket and does **Cultural Embrace** provide any resources to help with plane tickets?*

Plane tickets should not be purchased until after your placement has been confirmed. **Cultural Embrace** works with consolidators and discount travel agencies that can help find cheaper tickets than those that are available to the general public.

12) *What do I do if I have a problem or complaint within my work placement?*

You must speak to your employer or manager to give them an opportunity to explain or investigate the situation. If the complaint still exists, then please contact your local representative in Costa Rica, as well as let **Cultural Embrace** (Austin office) know so we can mediate on your behalf. Please note that you will be assigned a local representative that will provide you with placement report(s) and end of the program evaluation.

13) *Why should I pay to intern abroad, and where does my money go to with **Cultural Embrace**?*

Cultural Embrace and our local partners in Costa Rica specialize in arranging a guaranteed internship placement, housing and insurance prior to your departure. This will

alleviate the troubles and stress of getting everything organized in a new country, so you will have more time and energy to spend on your internship and living abroad. Your time abroad will still be an independent and memorable one, but we are here to guide you to a safe, healthy and comfortable experience before, during, and after your adventure.

Your program fee includes your customized internship placement, comfortable homestay, basic international traveler's insurance, 2 weeks of Spanish classes and all of the administrative and logistical costs to set up your placement in the States and Costa Rica. **Cultural Embrace** also pro-rates the expenses for marketing, advertising, and site visits/communication among all of our programs within our fees.

For any questions, please do not hesitate to contact us at info@culturalembrace.com or by phone at 1-512-469-9089 or 1-888-214-8570 (US/Canada toll-free).

*Discover the Similarities. . .
Share the Differences. . .*

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