

PROCEDURES

MAST International

How to Complete the Application

1. Read the *MAST International Training & Internship Program* booklet thoroughly.
2. Complete the attached *MAST International Application* form (preferably electronically).
 - Type or PRINT clearly in black ink.
 - Answer all questions completely and truthfully. Use additional pages if necessary.
(Incorrect information is reason for rejection of your application or termination from the program.)
3. Attach a copy of your Passport information page.
4. Type or print your *Autobiography* (not a curriculum vitae or resume) on a separate piece of paper. Describe your:
 - Family and community background
 - Educational background
 - Agricultural and horticultural work experience
 - Personal interests and hobbies
 - Participation and membership in school, youth, or community organizations and activities (including leadership positions)
 - Career goals
5. Complete the *Health and Medical History* questionnaire.
6. Ask two (2) people to complete the enclosed *Reference* forms and return them to you.
7. Optional: Include any other information you feel is relevant to your experience in agriculture or horticulture and your acceptance into the MAST International Program (for example, a resume or curriculum vitae, a copy of a diploma, certificate or degree, or photos of you at work or with family and friends; please limit to *five additional pages and four photos*).
8. Check that you have all the application documents (use the attached checklist). Return the application packet to the MAST International Partner in your country, preferably at least 3 months prior to your chosen start date. Keep a copy of all application materials.

Information provided in the *Program Information* packet is subject to change without notice.

APPLICATION

MAST International Application

- I am applying to be a **TRAINEE** MAST International Partner
- I am applying to be an **INTERN**
- I am applying to be a **MANAGEMENT TRAINEE**

Personal Information

Type or PRINT clearly. Make sure your name is written exactly as it appears in your passport. Include a copy of your passport information page with your application. If any of this information changes, please inform us immediately.

Family Name(s) (Surname/Last Name)

First Name(s) (Given Name)

Middle Name(s) (if applicable)

Date of Birth (month/day/year)

Current Age

Gender

City of Birth*

Country of Birth*

Country of Citizenship

Country of Legal Permanent Residence

* If listed, the *City of Birth* and *Country of Birth* should be written exactly as printed in the passport. It is okay if your country or city of birth has changed names since your birth (i.e. from Czechoslovakia to Czech Republic.) If the *City of Birth* and *Country of Birth* are not listed in the passport, we still need this information.

Emergency Contact Information

Emergency Contact (person to notify in case of emergency)

Emergency Contact Telephone Number(s)

Permanent Home Address (to be used in the future)

Street Address / Apartment

City or Village

State, Region, District, Province or Territory

Postal Code

Country

Permanent Telephone Number

E-mail Address(s)

Skype Address

Current Address (where you live now)

Street Address / Apartment

City or Village

State, Region, District, Province or Territory

Postal Code

Country

Current Telephone Number

Mobile Telephone Number

Address valid until (month/year): _____ / _____

Personal Information (continued)

International Experience

Have you ever lived or worked in another country before? Yes No If yes, when, where, and for how long?

Have you been to the United States before? Yes No If yes, when, why, and for how long?

Have you been on a J-1 visa before (as a trainee or intern)? Yes No If yes, list program name and dates of participation.

Educational Information (from page 4)

Education – Highest Level Achieved <small>(e.g. Diploma, Certificate, Degree or Year in School)</small>	Date Degree Awarded (mm-dd-yyyy) <small>(If current student, when do you expect to graduate?)</small>	Field of Study <small>(Area or discipline, e.g. Agronomy)</small>
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Present Position in Home Country

Place a mark (X) next to your current job title or student status (mark only 1). If your position is not listed, write it in the space provided.

- Worker at Agricultural Enterprise (including farms) Worker at Other Type of Private Enterprise
 Manager of Agricultural Enterprise (including farms) Manager of Other Type of Private Enterprise
 Student (level: _____) Other: _____

Total Years of Work Experience in Agriculture, Forestry, Fishing and Related Fields (from page 5): _____

Financial Information

Indicate the amount of financial support for your program. Upon acceptance to MAST International, you must inform us of any change in your financial information.

Type of Funding Source	Name of Source	Amount of Financial Support
Personal Funds		
Other Organization		

Personal funds should cover your initial program fees, insurance fees, and return airfare.

Education

Post-Secondary Educational Experience

Indicate the name, type of school or institution, discipline, and dates attended. If a degree, certificate, or diploma was awarded, identify the type and date of completion. *Continue on a separate piece of paper if necessary.* Remember to attach a copy of your Diploma, Certificate, or Degree with your application.

Type of Post-Secondary Institution (e.g. Technical/Vocational School, University, etc.) Name of Post-Secondary Institution	Level of Degree (e.g. Diploma, Certificate, Degree) Discipline (Area or Field of Study)	Dates Attended (month, year) Date of Completion (month, day, year)
<p><u>Example:</u></p> <p><input checked="" type="checkbox"/> University Name of Institution: <i>Universitat fur Bodenkultur Wien</i></p>	<p><u>Example:</u></p> <p><input checked="" type="checkbox"/> Degree Field of Study: <i>Agricultural Engineering</i></p>	<p><u>Example:</u></p> <p>Attended: <i>February 2001 – December 2005</i> Graduated: <i>December 20, 2005</i></p>
<p><input type="checkbox"/> Technical/Vocational School <input type="checkbox"/> University <input type="checkbox"/> Other: _____ Name of Institution:</p>	<p><input type="checkbox"/> Diploma <input type="checkbox"/> Certificate <input type="checkbox"/> Degree <input type="checkbox"/> Other: _____ Field of Study:</p>	<p>Dates Attended:</p> <p>Date Graduated: (month, day, year)</p>
<p><input type="checkbox"/> Technical/Vocational School <input type="checkbox"/> University <input type="checkbox"/> Other: _____ Name of Institution:</p>	<p><input type="checkbox"/> Diploma <input type="checkbox"/> Certificate <input type="checkbox"/> Degree <input type="checkbox"/> Other: _____ Field of Study:</p>	<p>Dates Attended:</p> <p>Date Graduated: (month, day, year)</p>
<p><input type="checkbox"/> Technical/Vocational School <input type="checkbox"/> University <input type="checkbox"/> Other: _____ Name of Institution:</p>	<p><input type="checkbox"/> Diploma <input type="checkbox"/> Certificate <input type="checkbox"/> Degree <input type="checkbox"/> Other: _____ Field of Study:</p>	<p>Dates Attended:</p> <p>Date Graduated: (month, day, year)</p>

List additional education or training in agriculture, horticulture, or related fields. Also list any safety training you have completed.

Experience in Agriculture

Work Experience

List all work experience in agriculture, horticulture, or related fields. Include experience on a family farm. Tell us the dates and number of hours you worked, the type of business and size of operation, and your responsibilities. *Continue on a separate piece of paper if necessary.*

Start / End Date (Month/Year) Average Hours per Week	Type of Business and Size of Operation	Job Responsibilities / Tasks
<i>Example:</i> May 2001 – December 2001 35 hours/week	<i>Example:</i> Neighbor's Dairy Farm 50 cows	<i>Example:</i> Bringing cows from the pasture to the parlor; monitoring herd for cows in heat; feeding and watering calves; other duties as assigned
Total Years of Work Experience (after age 16) in Agriculture, Forestry, Fishing and Related Fields:		_____ years

Before completing this section, see the *Program Information* booklet for more details. Contact the MAST International Partner for detailed information about the length and timing of any prospective program.

Placement Request Information

Indicate which type of placement you are seeking (e.g. beef, crops, nursery, etc.)

Placement Type: 1. _____ 2. _____ (optional)

Use the space below to further describe what type of placement would be best for you.

For example, if you choose "Crops" for your placement type, tell us the size of farm and kind of crops in which you are most interested. Continue on a separate piece of paper if necessary.

Program Start Date Preference

Put 1, 2, or 3 beside the month you want to begin your practical training/internship program (1 should be your first choice). Choices cannot be guaranteed, but are used to assist MAST International in arranging placements. Only mark months in which you are available to begin.*

- | | |
|----------------|----------------|
| _____ JANUARY | _____ JUNE |
| _____ FEBRUARY | _____ JULY |
| _____ MARCH | _____ AUGUST |
| _____ APRIL | _____ OCTOBER |
| _____ MAY | _____ NOVEMBER |

Preference for Length of Practical Program

Put 1, 2, or 3 beside the length of training/internship you prefer (1 should be your first choice). Choices cannot be guaranteed, but are used to assist MAST International in arranging placements. Mark only the length you are requesting for the PRACTICAL TRAINING/INTERNSHIP program* – additional months will be added to your visa if you choose the Semester Study Program.

- _____ Up to 4 months
- _____ 5–6 months
- _____ 7–9 months
- _____ 10–12 months

* If you have any restrictions to start or end dates for the program, write them here. (Example: I need to return to my country by January 2013 to take my University exams.)

* _____

Semester Study Program Preference

Select only one. Choice cannot be guaranteed, as timing of the Practical Training/Internship must be taken into consideration.

- _____ University Fall Semester (September – December)
- _____ University Spring Semester (January – May)
- _____ None

Living Preferences

Choices cannot be guaranteed, but are used to assist MAST International in arranging placements.

Put a mark (X) next to the preferences you would accept:

- _____ Lodging on/near the training site but outside the family's home
- _____ My own room in the family home
 - _____ with no children
 - _____ with young children
 - _____ with teenage children
 - _____ with people my own age
- _____ Prepare my own meals
- _____ Take all meals with the family
- _____ Placement with trainees/interns from other countries
- _____ I am the only trainee or intern on the training site
- _____ I require a placement that accepts smoking

Personal Goals

The MAST International program has three major features: *Practical Experience*, *Semester Study Program*, and *Cultural Opportunities*. Please answer the following questions by describing what is most important for you to gain from the MAST International program.

What are the three most important things you hope to gain from the MAST International program?

1.

2.

3.

Indicate which aspect of the program is most important to you:

(Remember, MAST International is a practical training/internship program; however, this information is used to assist in arranging placements.)

- Practical (Training/Internship) Experience
- Academic Experience
- Cultural Experience

Why did you choose this?

Agreement and Signature

I, _____,
(print your name here)

- Have read the *MAST International Program Information* booklet
- Certify that this application is truthful and understand that incorrect information in this application can result in termination from the program at any time
- Authorize release of the application and attached information to prospective hosts
- Authorize the release of directory information to other program participants and hosts, including such items as name, contact information, placement site, and photograph
- Will immediately inform MAST International of any changes in my health
- Fully understand and have asked questions to clarify my responsibilities as a MAST International trainee/intern
- Agree to pay all fees
- Accept and agree to all conditions for participation in the MAST International program
- Understand that there may be changes to the MAST International program, and will not hold MAST International responsible for these changes

Signature _____ Date _____

Did someone assist you with completing this application? Yes No

If YES, who helped you? _____

How did you hear about MAST International? _____

Application Process

Application Process

Send the following to the MAST International Partner in your country:

- _____ Completed Application Form
- _____ Copy of your Passport Information page
- _____ Your Autobiography (on a separate piece of paper)
- _____ Health and Medical History Questionnaire (attached)
- _____ 2 Reference Forms (attached)
- _____ 1 Current Photo, if available
- _____ Optional: Other documents, such as a curriculum vitae or resume, a copy of a diploma, certificate or degree, photos, and other information that would add to your application (no more than 5 pages & 4 photos)

What Happens Next?

1. The MAST International Partner in your country assesses your qualifications and conducts an interview.
2. If acceptable and complete, your application is sent to MAST International, preferably at least 3 months prior to your chosen start date.
3. MAST International staff members evaluate your application.
4. If qualified, MAST International then attempts to match you with a host trainer.
5. Host trainers review applications to select which trainee/intern they wish to host.
6. If you are selected, a letter of placement with your *Training/Internship Placement Plan* and documents to apply for your U.S. visa are sent to the MAST International Partner in your country.
7. If you accept your placement, you must visit the U.S. Consulate in your country to obtain an entry visa to the United States.
8. After you receive your entry visa, schedule a flight to arrive for the orientation dates indicated on your placement information. Either you or the MAST International Partner should send your travel details to MAST International at least 10 days prior to your arrival.

MAST International
135 Skok Hall
2003 Upper Buford Circle
St. Paul MN 55108-6147
USA

MEDICAL HISTORY

Health/Medical History

Attach this page to your application.

Applicant Name _____

Country _____

Do you have any **sight or hearing impairment** that would limit the amount or type of physical labor and safe execution of those tasks that may be assigned to you while on the placement?

Yes No

Do you have any **allergies** that would limit the amount or type of physical labor and safe execution of those tasks that may be assigned to you while on the placement?

Yes No

Do you have **asthma or other respiratory problems** that would limit the amount or type of physical labor and safe execution of those tasks that may be assigned to you while on the placement?

Yes No

Do you have any **other physical or mental health conditions** that would limit the amount or type of physical labor and safe execution of those tasks that may be assigned to you while on the placement?

Yes No

Do you take any **medications** that would limit the amount or type of physical labor and safe execution of those tasks that may be assigned to you while on the placement?

Yes No

Do you have any conditions that would be aggravated by **repetitive arm motion** (e.g. such as required for intensive transplanting of plants)?

Yes No

Do you have any **special dietary requirements**?

Yes No

If you answered YES to any of the above questions, describe any reasonable accommodations you may need to safely and effectively perform your responsibilities on the placement.

Signature _____

Date _____

MAST **REFERENCES** International Trainee/Intern Reference Form

Applicant Instructions: Give this form to someone who can provide information about your personal, technical, and English skills. Do not complete it yourself. A good reference is often an employer, teacher, mentor, etc. — someone who has observed you working. **Return the completed form to MAST International with your application.**

Reference Instructions: MAST International enables individuals in the fields of agriculture and horticulture to gain academic and practical training, proficiency in English, and an intercultural living and learning experience in the United States. Consider that participants in the program are not only trainees or interns, but will be representing their home countries. Please answer the following questions stating the ability to succeed and competence of the applicant to participate in this type of program. Your thoughtful evaluation of the applicant's ability will be appreciated. Thank you for providing this reference.

Applicant Information

(Name of applicant for whom this reference is written)

Country

Reference Information

Name of Reference

Title

Telephone

Address

E-mail

What is your relationship to the applicant? _____

How long have you known the applicant? _____

Assessment of Applicant Abilities

Rate the applicant on the following items:

	Excellent	Good	Average	Fair	Poor	Not Observed
Personal Skills:						
Flexibility/adaptability						
Reaction to stress						
Enthusiasm						
Cooperation with others						
Reliability						
Initiative						
Sense of humor						
Tolerance for differences						
Maturity						
Technical Skills:						
Safe work habits						
Ability to carry out instructions						
Machinery operation						
Knowledge of crop production						
Ability to work with crops (e.g. corn, wheat, alfalfa, apples, vegetables)						
Knowledge of animal production						
Ability to work with animals (e.g. dairy, horse, swine)						
Knowledge of ornamental plant production						
Ability to work with ornamental plants (e.g. annual flowers, shrubs)						
Additional technical skills _____						
English Skills:						
Speaking						
Comprehension						

Assessment of Applicant

What type of placement (type of agriculture/horticulture, products/activities, size, etc.) would you recommend for this applicant?
What skills or experience will the applicant bring to this placement?

Please comment on the applicant's personality.

Describe any interests, needs, or attitudes that might have an impact on this applicant's placement in or adjustment on an international exchange program.

What do you feel is the applicant's main reason for applying to the MAST International program?

If necessary, add any additional information you feel would assist MAST International in matching this applicant with a prospective host. Please use a separate sheet of paper.

Reference Signature

Signature _____ Date _____

MAST International
135 Skok Hall, 2003 Upper Buford Circle, St. Paul MN 55108-6147 USA
Telephone: 612-624-3740 / Fax: 612-625-7031
Email: mast@umn.edu / <http://mast.cfans.umn.edu/>

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Enthusiasm						
Cooperation with others						
Reliability						
Initiative						
Sense of humor						
Tolerance for differences						
Maturity						
Technical Skills:						
Safe work habits						
Ability to carry out instructions						
Machinery operation						
Knowledge of crop production						
Ability to work with crops (e.g. corn, wheat, alfalfa, apples, vegetables)						
Knowledge of animal production						
Ability to work with animals (e.g. dairy, horse, swine)						
Knowledge of ornamental plant production						
Ability to work with ornamental plants (e.g. annual flowers, shrubs)						
Additional technical skills _____						
English Skills:						
Speaking						
Comprehension						

Assessment of Applicant

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Reference Signature

Signature _____ Date _____

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