



2009 Internship in Mexico

Location	Cuernavaca, Mexico
Start Dates	Year round, minimum of 4 weeks
Program Fees	4 weeks US\$2215 6 weeks US\$2775 8 weeks US\$3340 10 weeks US\$3905 12 weeks US\$4475
What's Included	Part-time internship (15 hours per week) in your specific field Accommodations Meals 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	Shared room and bath with another student of the same gender

Program Details & Highlights

Internship in Mexico 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. Most internships are part-time, so you can enjoy your included Spanish lessons.
- **Housing**
Cultural Embrace includes a shared room in a carefully screened and selected homestay. We may also assist if you wish to have a private room, or other housing options, for an additional charge.
- **Meals**
Three meals a day, six days a week are provided by your host family.
- **Intensive Spanish**
Cultural Embrace includes an intensive Spanish course that consists of 6 hours of class per day, five days a week.
- **Arrival Assistance**
Airport pickup and transfer included in program fees
- **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 Mexican 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 representation in the United States and Mexico 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	\$2215
6 weeks	\$2775
8 weeks	\$3340
10 weeks	\$3905
12 weeks	\$4475

**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 Mexico
- 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.

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 Cuernavaca. 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 Mexico. Our program fees include a shared room in a carefully screened and selected homestay with three meals a day, six days a week (Sundays are a day of rest for the families). If you would like a private room or 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 Mexico?*

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 Mexico 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 most positions average about 15 hours per week. 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 Mexico?*

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 Mexico, 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 Mexico 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 with all meals, 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 Mexico. **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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