

MAST International Application

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.

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

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

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
(e.g. Diploma, Certificate, Degree or Year in School)

Date Degree Awarded (mm-dd-yyyy)
(If current student, when do you expect to graduate?)

Field of Study
(Area or discipline, e.g. Agronomy)

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.

Personal Information (continued)

Language Skills

Describe your English language training (where you studied, how often, and for how long):

Tell us your level of English ability (Please be honest!):

Speaking English: Poor Moderate Good Excellent

Understanding English: Poor Moderate Good Excellent

Reading English: Poor Moderate Good Excellent

What other languages do you speak? _____

Additional Information

Were you born and raised on a farm? Yes No

Does your family own or operate a farm or horticultural business? Yes No

If YES to either question, describe the operation (including size and type of enterprise, as well as your responsibilities).

Are you able to lift:

15 kg (~33 pounds)? Yes No

25 kg (~55 pounds)? Yes No

35 kg (~77 pounds)? Yes No

Do you have a driver's license for an automobile? Yes* No

Do you have a driver's license for a truck? Yes* No

* If yes, it is highly recommended that you obtain an International Driving Permit in your country before arriving in the U.S.

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)
<u>Example:</u> <input checked="" type="checkbox"/> University Name of Institution: Universitat fur Bodenkultur Wien	<u>Example:</u> <input checked="" type="checkbox"/> Degree Field of Study: Agricultural Engineering	<u>Example:</u> Attended: February 2001 – December 2005 Graduated: December 20, 2005
<input type="checkbox"/> Technical/Vocational School <input type="checkbox"/> University <input type="checkbox"/> Other: _____ Name of Institution:	<input type="checkbox"/> Diploma <input type="checkbox"/> Certificate <input type="checkbox"/> Degree <input type="checkbox"/> Other: _____ Field of Study:	Dates Attended: Date Graduated: (month, day, year)
<input type="checkbox"/> Technical/Vocational School <input type="checkbox"/> University <input type="checkbox"/> Other: _____ Name of Institution:	<input type="checkbox"/> Diploma <input type="checkbox"/> Certificate <input type="checkbox"/> Degree <input type="checkbox"/> Other: _____ Field of Study:	Dates Attended: Date Graduated: (month, day, year)
<input type="checkbox"/> Technical/Vocational School <input type="checkbox"/> University <input type="checkbox"/> Other: _____ Name of Institution:	<input type="checkbox"/> Diploma <input type="checkbox"/> Certificate <input type="checkbox"/> Degree <input type="checkbox"/> Other: _____ Field of Study:	Dates Attended: Date Graduated: (month, day, year)

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
<u>Example:</u> May 2001 – December 2001 35 hours/week	<u>Example:</u> Neighbor's Dairy Farm 50 cows	<u>Example:</u> 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

Experience in Agriculture (continued)

Skills Tell us about the agricultural skills you have developed and how often you have done them. Continue on a separate piece of paper if necessary.	
Skill	Number of Hours Experience
<u>Example:</u> Transplanting bedding plant plugs	<u>Example:</u> 80

Equipment Tell us about the agricultural machines and tools with which you have worked. Indicate how much time you have spent using this equipment. Continue on a separate piece of paper if necessary.	
Type of Equipment	Number of Hours Experience
<u>Example:</u> 1975 John Deere 4430 Tractor	<u>Example:</u> 50

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	_____	JULY
_____	FEBRUARY	_____	AUGUST
_____	MARCH	_____	SEPTEMBER
_____	APRIL	_____	OCTOBER
_____	MAY	_____	NOVEMBER
_____	JUNE	_____	DECEMBER

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.

_____ 3-4 months
 _____ 5-7 months
 _____ 8-10 months
 _____ 11-12 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 2012 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.

_____ I want to study Fall semester (Sept. – Dec.)
 _____ I want to study Spring semester (Jan. – May)
 _____ I do not want to study

Living Preferences

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

EWMSSM 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
- _____ Education Credentials:

- _____ Optional: Other documents, such as resumes, curriculum vitae, photos, a copy of a diploma, certificate or degree, 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 20 days prior to your arrival.

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 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 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 _____

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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)						
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English Skills:						
Speaking						
Comprehension						

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Reference Signature

Signature _____ Date _____