

Dear Host Employer,

thank you for supporting international educational exchange by offering a practical training position to a young person from abroad. Having successfully facilitated world-wide work experience programs since the 1980s, we are confident that the internship/trainee-period in your company will turn out to be mutually rewarding, both to your company and to your trainee.

CollegeCouncil in Berlin, Germany, together with its partner, CIEE in Portland, will help your intern/trainee and you to handle the bureaucratic and legal aspects of the envisaged practical training experience. As you probably know, the right to work in the US is rigidly regulated by various authorities and laws. As an exchange visitor on a J-1 educational and cultural exchange visa, the applicant's (and the company's) effort and burden to prepare the necessary paperwork are being kept at an absolute minimum. Furthermore, CIEE and CollegeCouncil function as an "interface" between interns/trainees and the hosting companies on the one side, and the U.S. authorities on the other. CIEE as the "legal sponsor" is authorized by the U.S. Department of State to screen candidates and verify the future trainee's eligibility to participate in the J-1 Exchange Visitor Program. Since July 2007 when new regulations came into effect, there are now two "categories" of the J-1 visa which may be utilized for independent and self-arranged practical training:

J-1 Interns

Must be post-secondary students currently studying outside of the United States, or university graduates who have been out of school for no more than 12 months. This program can be repeated as long as they maintain student status or begin the internships within 12 months of graduation. Internships must be related to the participant's field of study and must not be duplicative.

J-1 Trainees

Must have a university degree or professional certificate from a foreign institution AND at least one year of additional related experience outside of the U.S.; OR, regardless of any previous certification, five years of qualified and relevant work experience outside of the U.S. in the field of training. Trainees will be allowed to stay in the U.S. for up to 18 months, with the exception of Hospitality trainees who are limited to programs of 12 months or less. Exchange Visitors who will be pursuing training in business management at a hotel will be allowed to train for up to 18 months. (For example, Human Resources or Marketing Training programs at a hotel or restaurant would qualify as 18 month Business trainings as long as the trainee has prior management experience). This program can also be repeated, but with a break of two years in which participants will not travel to the U.S. other than as tourists.

As a "legal sponsor", CIEE will issue a DS-2019 Certificate of Eligibility which the applicant will submit to the U.S. consulate in his/her home country in order to obtain the J-1 visa. In all of this verification process, your company will generally not need to deal with any official places or authorities in the U.S. –all communication will be handled between the applicant, your company and CIEE only (with CollegeCouncil supporting the future trainees in their home country). Basically, two forms need to be filled in and returned to your trainee/intern at your earliest convenience, for an application to be complete. In order to facilitate a smooth and speedy processing of the papers (usually 4 to 6 weeks plus another 2 to 3 weeks for the trainee's application at the consulate), all depends on your cooperation in providing the information we need from your company – consisting of the following:

1. Training/Internship Placement Plan (TIPP/DS-7002)

The regulations require that each prospective host company complete and submit for review a Training/Internship Placement Plan which clearly and individually describes the specific objectives for the Intern/Trainee. This form not only allows CIEE as program sponsor to verify the appropriateness of the program, but it also makes sure that all parties involved are clear about and agree upon the goals and expectations for the practical training period. Only after their reviewing of the DS-7002, sponsors are permitted to issue the certificate of eligibility (DS-2019). Furthermore, the DS-7002 has to be made available to consular officers upon their request. That is why one copy of this document needs original signatures. If you choose to transmit the filled-in Training Plan (DS-7002) by email, please make sure that your **scanned signature** is very clearly legible. For legibility's sake, faxed copies are NOT a good idea.

PAGE ONE:

**** SITE OF ACTIVITY INFORMATION ****

Please fill in the contact details of your company and of the trainee's/intern's direct supervisor. The "Dates of Program"-field is asking for the **exact dates** of the proposed practical training period.

**** CONTRACT AGREEMENT ****

Your signature is required **in the middle of this box**, under "Supervisor". **Please DO NOT sign at the bottom of this page** ("Sponsor's Signature") since that space is reserved for CIEE.

PAGE TWO:

For each phase of a proposed practical training, one copy of page 2 is needed. A phase usually lasts 3 months. For example, for a 12-month-internship you would be expected to submit 4 versions of page 2. Typical phases are, for example: Introduction to the company; rotating through departments; on-the job training; project assignment XYZ.

Please note that training plans need to be creative and individualized: a too-generalized template will not fulfil the purpose of demonstrating the training character of your future trainee's/intern's assignment and the connection between the trainee's professional education and its application in the working environment of your company.

2. Additional Host Organization Information

More clearly than before, the new regulations define what means are to be used by the sponsor in order to verify that a Host Company meets all eligibility requirements. In particular, the new regulations specify certain pieces of data and information that sponsors will need to collect as part of the verification process, such as the size of the company, number of employees, annual revenue, and employer ID number. We would like to ask you to use the Additional Host Organization Information form to enter these data into the respective fields and back them up by relevant photocopies. Specifically, please provide at least

**** Company contact details, number of employees, and volume of revenue**

**** Worker's Compensation Policy number/provider=> **please submit a copy of the policy****

**** Copies of your company brochures/marketing materials UNLESS you are running a company homepage on the internet**

Instructions for Completing the Host Organization Training/Internship Placement Plan

Thank you for offering to train a J1 Exchange Visitor! These instructions will provide you with the information necessary to complete the Training/Internship Placement Plan (DS-7002). You will also find some “quick tips” to aid in the development of a solid training plan.

SIX Key Ingredients of a Suitable Internship or Training Program

1. The primary objective of training is to enhance the Exchange Visitor’s skills in his or her occupation through participation in a structured training program and to improve the participant’s knowledge of American techniques, methodologies or expertise within the individual’s field of endeavor. To determine “field of endeavor” CIEE looks at the field of study in school (for Internship USA participants) or recent work experience (for Professional Career Training USA participants).
2. The purpose of training is not simply for the Intern or Trainee to gain work experience. Some portion of “on-the-job” training is allowed, but it should be part of an overall, structured program. A well-structured training program would include, aside from the hands-on experience, a rotation through departments, attendance at conferences or seminars, classroom training and exposure to a variety of tasks. The longer the internship or training program, the more variety there should be.
3. The level of training should be appropriate for the level of education and career experience of the Intern or Trainee. Training should NOT be duplicative of the Intern or Trainee’s prior training or experience. If you know whom you wish to train, please review his or her resume or CV to ensure that your training will not duplicate his or her previous experiences.
4. Host Organizations are required to provide a professional environment that supports the proposed training. This includes, at a minimum, a supervisor with appropriate expertise, continual supervision, a structured program of activities, sufficient resources, etc.
5. Training is not designed to recruit foreign nationals for work in the US or to fill a labor need.
6. Training shall not be in an “unskilled occupation.” Refer to the US Department of State’s “unskilled occupations” list. However, components of the overall training plan *may* be on the unskilled list if they are a rotational part of a complete and full, bona fide training program. (eg. a housekeeping rotation for a Hospitality/Tourism student working at a major hotel is acceptable, if it is an integral part of the whole hospitality training plan and the trainee will progress to managing a housekeeping shift or understanding how housekeeping fits in with front office or registration tasks).

Dear Host Organization Representative,

Thank you for your interest in hosting an international Trainee through CIEE.

CIEE is designated by the U.S. Department of State to sponsor participants in the Trainee category of the J-1 Exchange Visitor Program. This program provides university students, recent graduates, and young professionals with meaningful experience and career training, enriching their understanding of American techniques in their field. It also provides a great way for U.S. employers to diversify their workplace, and gain international understanding that is key in today's global economy.

As a host organization for a CIEE-sponsored Trainee, you will be responsible for providing training that complements the Trainee's academic and/or professional background, with goals and objectives that are appropriate for their skill level. This program is not intended to fill a labor need within your organization—you should be prepared to provide an opportunity for a balanced exchange of skills and ideas between your organization and the Trainee. If you have any questions about the requirements, please don't hesitate to contact us at 1.888.369.1620, and we would be happy to discuss the program with you.

If you are ready to proceed, the next step is to fill out the DS-7002 Training/Internship Placement Plan. This form is required by the Department of State. Equally important, it provides CIEE the information we need to determine the appropriateness and viability of the proposed training. Please complete each section as thoroughly as possible. The strongest training plans are progressive in skill acquisition and development, exposing the Trainee to new skill sets, projects, or departments throughout the training. We encourage you to discuss the training plan with your Trainee to ensure that it meets both of your needs.

If you need help completing the DS-7002, please:

- Visit our website www.ciee.org/hire/intern
- Call CIEE for assistance at 1.888.369.1620
- Email trainees@ciee.org

Once you have completed the DS-7002, both you and the applicant will need to sign it, and the applicant will submit it to their **local CIEE representative**** as part of their program application.

The CIEE representative will send the complete application and DS-7002 to CIEE for review. CIEE may contact you at this time via email or phone with additional questions. There are many factors that are considered when reviewing an application. Therefore, we may request more information from you in order to make the most informed decision. We may also be required by program regulations to conduct a site visit to your company.

If you would like to know if your company will need a site visit or have any other questions, please feel free to call CIEE at 1.888.369.1620.

Thank you again for your interest in the CIEE Professional Career Training USA program and we look forward to working with you in the future!

Sincerely,

CIEE
Internship USA
Professional Career Training USA

***A CIEE Representative is an organization in the applicant's home country or region who is authorized by CIEE to recruit, screen, and prepare applicants for our programs. They are a separate entity from CIEE, but work with us to facilitate our J-1 Exchange Visitor programs.*



U.S. Department of State
TRAINING/INTERNSHIP PLACEMENT PLAN

*OMB APPROVAL NO. 1405-0170
EXPIRATION DATE: 08-31-2012
ESTIMATED BURDEN: 2 hours

PARTICIPANT INFORMATION

Trainee/Intern Name (<i>Last, First, MI</i>)		Email Address	
Check one: <input type="checkbox"/> Trainee <input type="checkbox"/> Intern <input type="checkbox"/> Student Intern	Current Field of Study or Profession		If Professional, Number of Years Experience in Field
	Type of Degree or Certificate	Date Awarded (<i>mm-dd-yyyy</i>) or Expected	Training/Internship Dates (<i>mm-dd-yyyy</i>) From _____ To _____

SITE OF ACTIVITY INFORMATION

Name of Supervisor (<i>Last, First, MI</i>)		Title		
Email Address		Telephone Number		
Host Organization Name				
Street Address of Training/Internship Site		Suite	City	State
Website		DUNS Number		Employer Identification Number (EIN)
Hours Per Week	Will Trainee/Intern receive a stipend? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, how much? \$ _____ per _____	

CONTRACT AGREEMENT

I understand that false certification may subject me to criminal prosecution under 18 U.S.C. 1001, which reads: "Except as otherwise provided in this section, whoever, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United States, knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact; makes any materially false, fictitious, or fraudulent statement or representation; or makes or uses any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry; shall be fined under this title or imprisoned not more than 5 years, or both."

NOTE- Sponsors will not enter into any contracts, issue Forms DS-2019, or allow a Trainee/Intern to begin a training/internship program until all three parties have executed this Training/Internship Placement Plan and proof of the insurance required under 22 CFR 62.14 is on file with the sponsor.

Trainee/Intern- I hereby acknowledge that I have reviewed, understand, and will follow this Training/Internship Placement Plan.

Trainee/Intern Signature	Date (<i>mm-dd-yyyy</i>)
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Supervisor- I certify the following:

- I have reviewed and approved and will follow this Training/Internship Placement Plan;
- I will adhere to all applicable regulatory provisions that govern this program (22 CFR Part 62);
- I will conduct the required periodic evaluations of trainees/interns; and
- I will notify a designated sponsor contact (1) regarding any concerns about, changes in, or deviations from the Training/Internship Placement Plan; and (2) in the event of an emergency involving a trainee/intern.

Supervisor Signature	Date (<i>mm-dd-yyyy</i>)
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Sponsor - I certify as the sponsor that the attached Training/Internship Plan is approved and that:

- Sufficient resources, plant, equipment, and trained personnel will be available to provide the specified training/internship program;
- Continuous on-site supervision and mentoring of trainees/interns will be provided by experienced and knowledgeable staff;
- Trainees/interns will obtain skills, knowledge, and competencies through structured and guided activities such as classroom training, seminars, rotation through several departments, on-the-job training, attendance at conferences, and similar learning experiences, as appropriate in specific circumstances;
- Trainee/interns will not displace full- or part-time or temporary or permanent American workers or serve to fill a labor need, and the positions that trainees/interns fill exist solely to assist them in achieving the objectives of their participation in training/internship programs; and
- Training/internship programs in the field of agriculture meet all the requirements of the Fair Labor Standards Act, as amended (29 U.S.C. 201 et seq.) and the Migrant and Seasonal Agricultural Worker Protection Act, as amended (29 U.S.C. 1801 et seq.).

Sponsor Signature CIEE Use Only	Date (<i>mm-dd-yyyy</i>) CIEE Use Only
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Program Sponsor Name CIEE Use Only	Program Number CIEE Use Only
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TRAINING/INTERNSHIP PLACEMENT PLAN

Each Training/Internship Placement Plan should cover a definite period of time and should consist of definite phases of training or tasks performed with a specific objective for each phase. The plan must also contain information on how the trainees/interns will accomplish those objectives (*i.e. classes, individual instruction, shadowing, etc.*). Each phase must build upon the previous phase to show a progression in the training/internship. A separate copy of page 2 must be completed for each phase if applicable (*i.e.; if the trainee/intern is rotating through different departments*).

Name of Trainee/Intern (Last, First, MI)	Field of Training/Internship
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Name of Phase	Start Date for this Phase _____ <i>(mm-dd-yyyy)</i>	End Date for this Phase _____ <i>(mm-dd-yyyy)</i>	Phase _____ of _____
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Brief Description of Trainee/Intern's Role for this Program or for this Phase

Specific Tasks and Activities to be Completed for this Program or for this Phase (*Interns*) or Methodology of Training and Chronology/Syllabus for this Phase (*Trainees*)

Specific Goals and Objectives for this Program or for this Phase

Knowledge, Skills, or Techniques to be Imparted During this Program or During this Phase

Methods of Performance Evaluation and Methods or Supervision for this Program or for this Phase

PRIVACY ACT STATEMENT

AUTHORITIES: The information is sought pursuant to Section 102 of the Mutual Educational and Cultural Exchange Act of 1961, as amended (the Fulbright-Hays Act)(22 U.S.C. 2452) which provides for the administration of the Exchange Visitor Program (J visa).

PURPOSE: The information solicited on this form is necessary to provide clarity of training and intern programs offered to foreign nationals by United States entities designated by the Department of State to conduct exchange visitor programs, for general statistical use within the Department of State, and to enable the Department of State to effectively administer the trainee and intern categories of the Exchange Visitor Program. Failure to provide the information requested on this form may result in non-participation in the Exchange Visitor Program.

ROUTINE USES: The information on this form may be used in reviewing complaints, in formulating statistical data on training and internships programs conducted under the Exchange Visitor Program, and may be shared with overseas counterpart offices of the Department of State to ensure proper administration of this Program for exchange purposes. The information provided may also be released to federal, state, local, or foreign government entities for law enforcement purposes.

Public reporting burden for this collection of information is estimated to average 2 hours per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: A/GIS/DIR, Room 2400 SA-22, U.S. Department of State, Washington, DC 20522-2202

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Additional Host Organization Information

Company activities (You may also include additional materials, such as a one-page company summary or brochures, to describe the company):

Briefly describe your company's activities. It is useful for the individual reviewing this application to have a brief summary/description of your company's operations. Feel free to "cut and paste" from the "about us" section of your website, brochure or other company materials.

Website:	No Website: <input type="checkbox"/>
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Year founded:	Dun & Bradstreet ID Number: This number is required by the department of state for all organizations that wish to host individuals on j-1 visas. If you do not have a number, you may register for one at www.dnb.com .
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Employer ID Number: This is your company's tax id number. This must be included as it is a requirement of the department of state.	Workers' Compensation: Y: <input type="checkbox"/> N: <input type="checkbox"/> Please check yes or no. Workers' Compensation is a requirement of the Department of State for all organizations that wish to host Interns/Trainees on j-1 visas. You may be asked by CIEE to provide proof of your organization's WC policy.
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Parent Company (if applicable):	Annual Revenue (companywide): <input type="checkbox"/> < \$ 999,999 USD <input type="checkbox"/> \$ 1,000,000 to \$ 2,999,999 USD <input type="checkbox"/> \$ 3,000,000 to \$ 4,999,999 USD <input type="checkbox"/> > \$ 5,000,00 USD
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Number of employees in department(s) in which Intern/Trainee will be placed:
This should be the number of full-time employees working in the department in which the intern will train (for example: if this is a marketing internship this should be the total number of full-time employees in the marketing department).

Number of international Inters/Trainees other than this applicant who will also be training in department(s): List the number of interns that will be training in the same department as this participant.	Number of Employees companywide: List the total number of full-time employees employed by your company. CIEE guidelines recommend that a host organization has 10 employees on-site for each trainee. If you have fewer than five trainees on site, please be prepared to demonstrate sufficient company resources.
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Has Host Organization hosted an Intern/Trainee through CIEE in the past three years? Y: <input type="checkbox"/> N: <input type="checkbox"/>			
If the host organization will provide any of the following, indicate approximate value of each per month:			
Housing: U.S \$	Board: U.S \$	Transportation: U.S \$	Other: U.S \$
Name of alternate contact at Host Organization: The alternate contact should be someone with complete knowledge of the training, who can address any concerns in case the supervisor is unavailable. This is often a human resources officer.			
Title: Insert the alternate contact's professional title so that CIEE may understand his/her role at the company and level of experience/qualification to train the participant.	Email: Insert the alternate contact's primary email - CIEE may contact the alternate contact via email.	Telephone: It is helpful to include the alternate contact's direct phone number so that CIEE may contact him/her directly.	

Additional information to keep in mind:

Training programs in medical, psychological or social services settings are treated with a higher degree of scrutiny. Depending on the circumstances, these programs may not be accepted under US Department of State regulations.

Training cannot be duplicative of the trainee's prior experience.

Training positions should not be considered as "ordinary employment". If this position would normally be filled by a full-time employee, it is not appropriate for an intern/trainee.

Trainees cannot complete programs in an "unskilled occupation," as defined by the US Department of State.

Host companies must provide continuous supervision.

Training must be directly related to the applicant's field of endeavor. Students must train in a field related to their university studies.



Additional Host Organization Information

The following information is a required part of the Training/Internship Placement Plan. Forms not completed in their entirety will be held as incomplete, and may delay processing. Please take the time to go through this page carefully before submitting.

**Indicates fields that are required to determine if a site visit is necessary under Department of State regulations. CIEE reserves the right to conduct a site visit at any prospective Host Organization as part of its review process.*

Name of Trainee/Intern (Last, First, MI):

Company activities (You may also include additional materials, such as a one-page company summary or brochures, to describe the company):

Parent Company (if applicable):

DBA (if applicable):

Worker's Compensation: Y N

Year Founded:

To be eligible to participate in this program, Host Organizations must maintain a Worker's Compensation insurance policy, unless exempt under their state laws. If, under state laws, your organization is exempt from Workers' Compensation, please provide a copy of the state exemption from the requirement of coverage, or a copy of the state law documenting the exemption.

Fax Number:

*Annual Revenue (companywide nationally):

- < \$999,999 USD
 \$1,000,000 to \$2,999,999 USD
 \$3,000,000 to \$4,999,999 USD
 > \$5,000,000 USD

*Number of Full-Time Employees Companywide in the U.S.:

Number of employees in department(s) in which Intern/Trainee will be placed:

Number of international Interns/Trainees other than this applicant who will also be training in department(s):

*Has Host Organization hosted an Intern/Trainee through CIEE in the past three years? Y N

If the host organization will provide any of the following, indicate approximate value of each **per month**:

Housing:

Board:

Transportation:

Other:

U.S. \$

U.S. \$

U.S. \$

U.S. \$

Name of alternate contact at Host Organization:

Title:

Email:

Telephone:

Primary Supervisor Information

Name:

Years of experience in this field:

Length of time working at this organization:

Brief description of experience in this field:

Applicant Interview

- Please check this box if you have completed an interview with the Applicant, either in-person, via telephone, or via web camera/video-conference, and found his or her English language skills to be sufficient to function on a day-to-day basis in his or her internship/training environment.