

Host Organization
Application Form



Your International Connection to a World of Talent

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Instructions:

The following information is a required in order to participate in the J-1 visa program.

1. Please complete all items carefully. The more we know about your organization, the better we can serve your needs
2. Please attach a complete job description for each job you plan to fill with a J-1 participant.
3. Sign and return this form to International Educational Exchange at the email address listed above.

Company Information

Name of Company

Type of Company/Company Activities *You may include additional materials such as company summary or brochures to better describe your company*

Employer Identification Number (EIN)

Company Annual Revenue > or < 3 Million

Workman's Compensation Insurance Carrier

Start Date of Policy

End Date of Policy

Policy Number

Corporate Address

Phone Number

Fax Number

Website

Address of primary training site

City

State

Zip Code

Person Responsible for J-1 programs

Title

Phone #

E-mail Address

Current # of US Employees

Current # of International Interns/Trainees

Employment Information

Will the participant(s) be required to take a drug test? Yes No Will the participant(s) be required to complete any other form of medical exam prior to starting program? Yes No If yes, please explain _____

Please list any additional benefits the participant(s) will receive from host organization (ie: uniforms, housing, tools, meals, etc.) and the estimated monthly value of each:

If uniforms are not provided, describe what type of standard attire the participant(s) will be required to wear during their training:



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Wages

J-1 participant(s) will receive \$ _____ per ____ hour ____ week and will be paid ____ weekly ____ biweekly ____ monthly.

Transportation and Housing

What airport should the participant(s) fly into? _____

What day(s) and/or date(s) should the participant(s) arrive? _____

What transportation will be provided to the participant(s) from the airport to the property and/or housing?
____ Taxi ____ Bus ____ Shuttle ____ Subway ____ Other _____

Is transportation from the airport paid for by employer? ____ Yes ____ No If not, what are the estimated costs for transportation from the airport? _____

What means of transportation will be available for the participant(s) to commute to and from the training site?
____ Taxi ____ Bus ____ Subway ____ Walk ____ Bike ____ Company provided ____ Other _____

Do you recommend participant purchase an automobile? ____ Yes ____ No

Is housing provided? ____ Yes ____ No If no, please describe how your company will assist participant(s) to locate housing and the estimated cost for rent and security deposit: _____

If housing is pre-arranged for participants, please indicate: Cost for housing per month: \$ _____

Amount of Security Deposit Required: \$ _____

J-1 Participant's Orientation

Please state how the participant(s) will be oriented to your business/company _____

Please state how your business/company will assist the participant(s) in getting oriented to the community: _____

Cross-cultural activity is an activity designed to promote exposure and interchange between exchange visitors and Americans so as to increase their understanding of each others society, culture, and institutions. What type of cultural activities are in the area and how will the participant(s) gain exposure to these activities? _____

Please describe your evaluation process. What type of feedback will the participant(s) receive in order for them to progress in their program: _____

How did you hear of International Educational Exchange, Inc? _____

PLEASE ATTACH A COPY OF THE JOB DESCRIPTION FOR EACH POSITION ASSOCIATED WITH A J-1 PARTICIPANT

Supervisor Name

Supervisor Signature

Date