

Host Organization  
Application Form

International Educational  
Exchange, Inc.  
*Your Connection to a World of Talent*

55 New Orleans Road 210 Fountain Center  
Hilton Head Island, SC 29928 USA  
Tel: 843-785-1963  
Fax: 843-785-1964  
E-mail: info@ieexchanges.com

**Instructions:**

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 as well as a complete overview of the training program the participant will receive. Be sure to indicate the estimated time the individual will spend in each area during their training and list any and all supervisory development skills trainee will be exposed to during training (be specific).
3. Sign and return this form to International Educational Exchange at the address listed above.

**Trainee/Intern** \_\_\_\_\_ **Dates of Program** \_\_\_\_\_ to \_\_\_\_\_

***Employer Section***

Name of Company \_\_\_\_\_

Type of Company \_\_\_\_\_ Number of Employees \_\_\_\_\_

Dun & Bradstreet # \_\_\_\_\_ Taxpayer ID # \_\_\_\_\_

Corporate Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_ Website: \_\_\_\_\_

Address of primary training site: \_\_\_\_\_

Name of person completing form: \_\_\_\_\_ Title \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

Department in which the Training will occur \_\_\_\_\_

**Official Responsible for Trainee/Intern:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Will the Trainee be required to take a drug test? \_\_\_ Yes \_\_\_ No Will the Trainee be required to take any other type medical exam upon arrival? \_\_\_ Yes \_\_\_ No If yes, please explain \_\_\_\_\_

Position description: \_\_\_\_\_

Typical Schedule: \_\_\_\_\_

What level of English is required: \_\_\_\_\_

What are the required skills for the training position: \_\_\_\_\_

What are the grooming Standards: \_\_\_\_\_

Please list any additional benefits the Trainee will receive (ie: uniforms, housing, tools, meals, etc.) \_\_\_\_\_

If uniforms are not provided, describe what type of standard attire the Trainee will be required to wear during their training: \_\_\_\_\_

***Wages***

Trainee/Intern will receive \$ \_\_\_\_\_ per hour/week and will be paid \_\_\_\_\_ weekly, biweekly, monthly.

Minimum hours guaranteed per week \_\_\_\_\_. Estimated overtime hours \_\_\_\_\_. Overtime rate of pay \$ \_\_\_\_\_

**Trainee/Intern** \_\_\_\_\_ **Host Employer** \_\_\_\_\_

**Health Insurance (Provided by IEE)**

Insurance will be paid for by: \_\_\_\_\_ Trainee/Intern \_\_\_\_\_ Employer

**Transportation and Housing**

Upon arrival into the United States, how will the trainee/intern make contact with the training site and how will the trainee/intern get from the airport to the training site?

\_\_\_\_\_

What airport will the trainee/intern fly into?

\_\_\_\_\_

What means of transportation will be available for the trainee/intern's commute to the training site?

\_\_\_\_ Taxi \_\_\_\_ Bus \_\_\_\_ Walk \_\_\_\_ Company provided transportation  
\_\_\_\_ Other \_\_\_\_\_

Estimated monthly cost for transportation \$ \_\_\_\_\_ Do you recommend trainee purchase a car? \_\_\_\_ Yes \_\_\_\_ No  
Please describe how your company will assist trainee/intern obtain housing \_\_\_\_\_

Cost to trainee/intern for housing \$ \_\_\_\_\_ /month. Security Deposit Required: \_\_\_\_\_

Deposit Refund Policy: \_\_\_\_\_

Are linens/towels provided? \_\_\_\_\_ What additional items are included in housing? \_\_\_\_\_

\_\_\_\_\_

**Social Security** : Where is the nearest Social Security office? \_\_\_\_\_

Will Host Employer assist trainee/intern in getting to the Social Security office? \_\_\_\_\_

**Trainee's Orientation**

1. What type of supervisory development skills will the trainee/intern be exposed to during their training program?

\_\_\_\_\_

2. Please state how the trainee/intern will be oriented to your business/company \_\_\_\_\_

\_\_\_\_\_

3. Please state how your business/company will assist the trainee/intern get oriented to the community \_\_\_\_\_

\_\_\_\_\_

4. 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 trainee/intern gain exposure to these activities? \_\_\_\_\_

\_\_\_\_\_

5. Please describe your evaluation process. What type of feedback will the trainee/intern receive in order for them to progress in their training \_\_\_\_\_

\_\_\_\_\_

6. How did you hear of International Educational Exchange, Inc? \_\_\_\_\_

\_\_\_\_\_

Host Employer Signature

Date

**Please note that the final decision for visa approval or denial rests with the embassy not with IEE, Inc. Please advise your applicants not to pursue travel arrangements until they have received their J-1 visa from the embassy.**