

# WELCOME



## INTERNATIONAL EDUCATIONAL EXCHANGE, INC.

*“The general purpose of the Exchange Visitor Program is to promote international educational and cultural exchange to develop mutual understanding between the people of the United States and other countries.” Oregon State University*

# J-1 Host Organization Orientation

## Who Is IEE?

International Educational Exchange, Inc is designated by the Department of State as a Visa Sponsor for qualified foreign nationals desiring to participate in the J-1 Trainee, Intern and Work & Travel categories.



**Our organization administers structured training programs for international students, recent graduates, and young professionals in their designated field of study or profession.**

**As the Visa sponsor, it is our responsibility to: 1) assist both the Host Organization and Participant throughout the entire program process; and 2) to ensure that program participation complies with Federal Regulations.**



**Who is IEE?**

# What is the purpose of the J-1 Program?

The intended purpose of the J-1 exchange visitor program is to enhance the professional skills, knowledge, and cultural awareness of all participants.

This is accomplished through participation in guided hands-on training programs to improve participants' knowledge of American techniques & methodologies as well as through engagement in cultural offerings.



It is our goal to partner with Host Organizations that will foster a learning environment to provide program participants with the experience of lifetime to support their future endeavors.

In turn, our Host Organizations will have the benefit of working with qualified individuals that are committed to developing skills to further their careers.

\*This program is **not** to be utilized for general labor or staffing shortages.

*“Our company has worked with IEE for the past 11 years and has been extremely pleased. Each year, we are provided with quality students that serve in numerous areas in our hospitality division. The process is streamlined and they are always responsive to any additional needs or concerns we may have.”*

*Wendy I, General Manager, Bald Head Island Limited*

**J-1 Program Purpose**



Intern vs. Trainee vs. Work & Travel

# J-1 Program Categories

*Is there a difference? YES!!*

Trainee, Intern, and Work & Travel are very different and distinct programs under the Department of State regulations. Hosts must be mindful to recognize the differences.

Intern, Trainee, Work & Travel

# J-1 Program Categories

Many host's will have program participants from multiple categories at their organization at the same time. It is crucial that management understand the differences between these categories and is prepared to responds to/ plan for these accordingly.

## J- Program Categories 101

# Work & Travel

The Work and Travel program provides foreign university students with a cultural exchange, allowing them to travel within the US and work in seasonal or temporary jobs during their school break. These programs range from 3 to 4 months in length and do not require training plans.

*Types of positions include: Bartender, Server, Food Runner, Busser, Host/ Hostess, Cook, Front Desk, Lifeguard, Ski Instructor, Recreation, Retail Sales, Housekeeping.*



## J- Program Categories 101

# Interns

Interns are foreign nationals currently enrolled full-time at academic institutions outside the US and who are in pursuit of an advanced degree. They may also have graduated from such an institution up to 12 months prior to their program start date. *\*Many universities require internship programs as a component of the student's curriculum meaning that interns could be participating to meet graduation requirements.*

## J- Program Categories 101

# Trainees

Trainees are young foreign national professionals who are interested in coming to the US to gain proficiency in their educational and/ or professional field through participation in a structured training program. Trainees are qualified for the J1 Program based upon their academics and 1 year exp. or 5 years of professional experience. Participants use this program to build their skills for career development and advancement in their home countries.

Program regulations distinguish between bona fide training, which is permitted, and merely gaining additional work experience, which is not.



What is the difference?

# Interns vs. Trainees

J1 Regulations permit Interns to participate in a work-based learning environment related directly to their academic pursuits. *Interns will likely have little or no work based experience.*

*Trainees will have a minimum of 1 year experience with related academic pursuits or at least 5 years of experience with no academic studies.*

\*Program regulations for both distinguish between bona fide training, which is permitted, and merely gaining additional work experience, which is not.



# J1 Program Duration

\*Internship programs are offered for 6 & 12 months. The minimum program expectation of 6 months is set by the DOS to ensure participants are immersed in the US culture and their training program.

\*Traineeships are offered for 6,12, and 18 month durations with a maximum of 12 months for hospitality training and 18 months for business management training.

*Both Interns & Trainees are allowed a 30 day grace period at the successful conclusion of their program to travel within the US.*



# How many hours a week can Interns/ Trainees train?

## **Training Regulations**

**J1 Regulations require that both interns & trainees receive a minimum of 32 hours each week.**

Interns and trainees are not permitted to seek additional employment outside of their approved Host and must be able to cover their living expenses for the duration of the program. For this reason, Host Organizations are required to provide full time programs. Please keep in mind that 32 hours is the minimum, they are eligible to train a full 40 hours each week.

\*Overtime hours are permitted so long as they are in line with the training program as outlined on the training plan (DS7002).



# Managing J1 Exchange Visitors

To ensure your organization is a successful host, it is important that supervisors and managers understand the purpose and intent of the program as well as *their* role in administration. They must also be familiar with the program regulations and the training plan to effectively manage an exchange visitor within their department.

\*Host orientation and training is a must for all managers that will supervise exchange visitors.



# Getting Started

IEE will assist your organization from program beginning to end, this includes candidate selection, program documentation, program assistance during training for both Host and Exchange Visitor, and then final evaluation/ departure.

We provide qualified program candidates based upon Host Organization's program opportunities. Host's interview and select those candidates they feel would be a good fit for their specific program.



# Offer Letters

When preparing offer letters, Host Organizations will need to differentiate between the intern and training programs (i.e., wording, training outline, rate of pay, etc.). It is typical that Trainees be paid a higher wage that correlates with their advanced education and/or experience.

It is important to refrain from using the word “employee” or “employment” as the J-1 visa is used for internships, training, and cultural exchanges, not as a substitution for labor programs.



# Form DS 2019

The DS 2019 is the official Certificate of Eligibility indicating the participant meets the requirements for the J-1 Intern, Trainee, or W&T program. The DS 2019 may only be issued by a US Department of State- designated sponsor organization.

The DS 2019 will contain the official J-1 Program begin and end dates for the specified exchange visitor as well as the training site.



The form is utilized by the consulate during the Visa appointment and will be stamped/ signed upon approval. The approved form is utilized in partnership with the issued Visa to gain entry into the US and the utilized for identification and proof of legal status during the program.

The back of the DS 2019 contains important regulatory information regarding the J-1 status & program. J-1's are encouraged to review this information.

U.S. Department of State  
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR STATUS (J-NONIMMIGRANT)

DS-2019 APPROVAL NO. 1481-0119  
EXPIRES 07-01-2014  
ISSUANCE/RENEWAL/ISSUE OF NEW VISAS PAGE 2

1. Sponsoring Primary Name: Sample		Title Name: John		Gender: MALE		ID NUMBER: W0000147756	
Date of Birth (mm-dd-yyyy): 12-09-1980		City of Birth: Anytown		Citizenship Country Code: IRL		Citizenship Country: IRELAND	
Legal Permanent Residence Country Code: IR		Legal Permanent Residence Country: IRELAND		Passport Code: 215		Passport: UNIVERSITY UNDERGRADUATE STUDENTS	
Primary Site of Activity: Exempt from Pre-placement							
1. Program Sponsor: Acme Trainee				Program Number: P-4-16511			
Participating Program Official Description: TRAINEE							
Purpose of the form: Begin new program; accompanied by number (1) of immediate family members.							
1. Form Covers Period: From (mm-dd-yyyy): 08-02-2015 To (mm-dd-yyyy): 05-15-2016		4. Exchange Visitor Category: TRAINEE Subject Field Code: 04_0902 Subject Field Code Remarks: None					
5. During the period covered by this form, the total estimated financial support (in U.S. dollars) to be provided to the exchange visitor by: Current Program Sponsor: \$0.00-00 Personal funds: \$0.00-00 Other: \$0.00-00							
6. U.S. DEPARTMENT OF STATE TRAVEL OFFICER OR ALTERNATE OFFICER OF THE U.S. DEPARTMENT OF STATE		TITLE: VICE		NAME: Mary Hafer		ALTERNATE RESPONSIBLE OFFICER	
TELEPHONE: 1000 Michoud Village Blvd. Detroit, MI 48201		FACSIMILE: None		PHONE AND FACSIMILE: None		TITLE: 703-555-5555 Signature Number: 05-06-2015	
7. Signature of Responsible Officer for Requesting Sponsor FOR DATES OF PROGRAM: Effective Date (mm-dd-yyyy): Expires Date (mm-dd-yyyy):		8. Signature of Responsible Officer or Alternate Responsible Officer: Date (mm-dd-yyyy) of Signature:					
9. PRELIMINARY ENDORSEMENT OF CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 012(a) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-48, AS AMENDED (See New Fly of page 2): The Exchange Visitor in the above program: 1. <input type="checkbox"/> Not subject to the two-year residence requirement. 2. <input type="checkbox"/> Subject to two-year residence requirement based on: a. <input type="checkbox"/> Government financing and/or b. <input type="checkbox"/> The Exchange Visitor Skills List and/or c. <input type="checkbox"/> PL 94-48 is amended		10. TRAVEL VALIDATION BY RESPONSIBLE OFFICER (Maximum validation period is 1 year): EXCEPT: Extensions of Status cannot be up to 6 months for Extension Education and 3 months for Camp Counselors and Summer Work Trips: (1) Exchange Visitor is in good standing at the present time.  Date (mm-dd-yyyy):  Signature of Responsible Officer or Alternate Responsible Officer: (2) Exchange Visitor is in good standing at the present time.  Date (mm-dd-yyyy):				11. SIGNATURE OF CONSUL OR IMMIGRATION OFFICER: Date (mm-dd-yyyy):	
12. EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statement in item 2 on page 2 of this document. Signature of Applicant: _____ Date (mm-dd-yyyy): _____							



Form DS 2019

# Form DS 7002

The DS 7002 is the official training plan and agreement between the Host organization and exchange visitor. Host Organizations must provide appropriate and consistent objectives for each intern and trainee. Plans must be tailored to the skill and experience level of the participant.

The DS 7002 is also the official Dept. of State document that outlines the training to be administered to a specific participant.

*\*This plan is quite possibly the most important document to an organization hosting J-1s and must be followed.*



The DS-7002 is used to demonstrate what and how the Intern or Trainee will learn throughout the course of their J1 internship or traineeship program.

This plan consists of 4 to 5 phases that will progress the exchange visitor through various stages of development. Each phase will build upon the skills addressed in the previous phases in efforts to ensure continued skill exposure and advancement.

Supervisors for each phase are responsible for ensuring the participant is under continuous supervision and for maintaining the integrity of the training in accordance with the plan.

*\*Host Organizations must ensure that each phase supervisor is fully aware of J1 program regulations and the content of the individual training plan phase which they are overseeing.*

The image shows a sample of the DS-7002 Training and Internship Placement Plan form. The form is titled "U.S. Department of State TRAINING AND INTERNSHIP PLACEMENT PLAN" and is divided into several sections. Section 1, "SECTION 1. ADDITIONAL EDUCATIONAL REQUIREMENTS", includes fields for Program Sponsor, Program Category, Occupational Category, Current Field of Study/Profession, Experience in Field (number of years), and Field of Practice or Discipline. Section 2, "SECTION 2. SUPERVISION", includes fields for Supervision Name, Title, and a table for Supervision Details with columns for Name, Title, and Supervision Type. Section 3, "SECTION 3. CERTIFICATION", contains a list of seven certification questions that must be answered "Yes" or "No". The form also includes a section for the Present Name of Trainee and the Signature of Trainee.

This image shows a second sample of the DS-7002 form, specifically the continuation of the certification section. It contains the same seven certification questions as the first sample, with checkboxes for "Yes" and "No" next to each question. The form also includes a section for the Signature of Trainee and the Signature of the Supervisor.

The DS-7002 will be reviewed at the J1 candidates Embassy appointment for US Visa approval. The counselor will utilize the information in the plan to ensure that the program is being applied as intended and the participant is applying for a bona fide training opportunity for skill advancement.

It is imperative that this plan is followed. It serves as the guide for both the supervisor & exchange visitor throughout the duration of their program.

*\*Work & Travel participants do not follow a DS 7002 training plan as they are in the US on school break for temporary positions only.*



**The DS 7002 Training Plan**

*\*The Department of State may call upon any Supervisor listed on the training plan to discuss the specifics of the DS 7002. It is imperative that Supervisors maintain working knowledge of these plans and that all Supervisors are accurately identified on the plan. Only those listed on the plan should respond to any questions issued by the DOS.*

*\*Changes in supervision must be reported to Visa Sponsor IEE immediately to maintain accuracy within the government Student Exchange Visitor System (SEVIS).*



**The DS 7002 Training Plan**

# Exchange Visitor Arrival

Upon arrival to the US and your organization, participants have 3 business days to submit the program participant contact arrival form located at [www.iexchanges.com](http://www.iexchanges.com) .

Submission of this form is required for validation in the federal Student Exchange Visitor Information System (SEVIS). Exchange visitors must be activated in SEVIS to maintain program status and obtain social security #'s.



# Student Exchange Visitor Information System

SEVIS is a government database utilized by Homeland Security to track the arrival, address, training location, and departure of each exchange visitor. Maintaining accurate SEVIS records is considered a matter of national security.

*\*It is mandatory that all exchange visitors contact their sponsor immediately should their address or host organization change. Failure to do so could result in the termination of the exchange visitor's program.*





# SEVIS & Social Security

The SEVIS system is also linked to the Social Security System. It takes up to 10 business days from the time a sponsor validates an exchange visitor's information in SEVIS to when it updates with Social Security.

*\* This means that any trip to the Social Security Administration must follow at least 10 days after the EV completes the online arrival check in.*



# Electronic I-94 Form

Foreign travelers entering the US will be able to access their I-94 Arrival & Departure record by visiting [www.cbp.gov/I94](http://www.cbp.gov/I94). Customs Border Patrol at the point of entry will give EV's a sheet with instructions on how to look up and print their electronic I-94 Form.

*\*Exchange visitors must take a copy of their I-94 Form when applying for their Social Security card..*



# J-1 Program Housing

It is highly recommended that you have housing identified for your J-1 program exchange visitors. If you do not have prearranged housing for participants, IEE will need to know what assistance you provide in offering temporary accommodations and in helping students to find safe & affordable housing.

If your organization provides prearranged housing, IEE will request information on the cost of the housing, what is included, what the exchange visitor will be required to provide, and the housings distance from the training site, etc.

# Duration of Program

The duration of the exchange visitor's program must follow the dates listed on their DS-2019. J-1's may not begin their program before their start date and may not continue after their end date.

# Program Evaluations

The progression and successful completion of an exchange visitor's program is based on feedback from their supervisors.

Supervisors are required to complete an evaluation for each exchange visitor in their department at the midpoint and completion of their program. Supervisors are to review the evaluation with the EV, have them sign the form, and once completed, submitted to IEE.



# Program Evaluations

Additionally, IEE requires that each exchange visitor complete a program and host organization evaluation at the midpoint and completion of their program. This allows us to share their experiences with the Host Organization in an effort to continually improve the program.



# Cultural Exchange

Cultural exchange is an essential part of the J-1 program and host organizations are expected to assist exchange visitors identify important cultural events in their community.

Examples of such activities include:

**Sporting Events • Political Events • Holiday Events**  
**Museums • Festivals • Parades**

# What is IEE's Role

As the visa sponsor, our role is to facilitate a successful program by assisting host organizations and exchange visitors. Should any issues arise with the exchange visitor, the host organization should contact IEE immediately.

Disciplinary Actions • Potential Termination/Termination  
Training Plan Changes • General Concerns  
Concerns Regarding EV's Health, Safety, or Welfare



# What is Your Role?

The role of the Host organization and its program supervisors & managers is to provide continuous supervision, mentoring, and training for the duration of the participant's program.

It is imperative that all supervisors are aware of the weight their role carries in making each exchange visitor's program a success.

# Program Termination

Failure of the exchange visitor to follow the rules and regulations set forth by the Host Organization, IEE, or the Department of State could result in termination of their J-1 program. Should this occur, EV's will immediately return to home and their 30 day grace period for travel will be forfeited.

*\*Additionally, failure of the Host Organization to properly administer the J-1 program could also result in cancellation of the program at the host site.*



# Program Termination

Reasons for Host program termination include but are not limited to:

- Failing to follow the approved, signed Training Plan
- The placement of EV in positions considered “Unskilled” (i.e., housekeeping, dishwashing, laundry, etc.)

# Host Site Visits

Site visits are for the sponsors to ensure that host organizations possess & maintain the ability and resources to provide structured, guided learning experiences according to individualized training plans. Site visits are also to ensure that host organizations understand and meet regulatory obligations.

*\*Sponsors must conduct site visits to Host Organizations that have not previously participated with programming and that have fewer than 25 employees or less than \$3 million in annual revenue.*



# Travel Validation

Occasionally, an exchange visitor may request time off to return home for a short period. If approved, we require a letter from HR stating the approved timeframe and confirmation that the exchange visitor is in good program standing.

The exchange visitor must submit their DS-2019 Form for us to sign and return. If they do not, they may be denied access back into the country.



*\*Please note that this should primarily be for emergencies as the program is designed to be continuous.*

# Taxation

IEE does not provide any candidate or program related tax advice or filing.

J-1 visa holders are exempt from paying Federal Insurance Contributions Act (FICA) taxes (for Social Security and Medicare) when they are nonresident aliens for tax purposes, which is the first two calendar years if they are categorized as interns or trainees. However, they are subject to other applicable federal, state, and local taxes.

# Prohibited Placements

When considering an exchange visitor at your organization, be aware that there are very specific jobs listings which are considered unskilled occupations by the Department of State, and thus, prohibited by the J-1 program.

A list of these positions can be found in the regulations Appendix E to Part 62: 22 CFR 514.22(c)(1).



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# Additional Information

For additional information, please refer to the regulations governing this program by visiting the Federal Register Part 62: Exchange Visitor Program:  
<http://www.ecfr.gov>



# Thank You!

**We appreciate the role you play in making the J-1 Program a success!**

If you have any questions regarding the material presented, please do not hesitate to contact our office.

- **843-785-1963**
- **[www.ieexchanges.com](http://www.ieexchanges.com)**

