



## HOST ORGANIZATION STATEMENT OF PURPOSE AND AGREEMENT –Intern Program

Host Organization: \_\_\_\_\_

The purpose of International Educational Exchange's (IEE) International Intern Program is to enhance the skills and knowledge of qualified interns in their field through participation in a structured learning program. The program is designed to strengthen international understanding by creating an opportunity for both the intern and the host organization to increase their knowledge of diverse cultures and business practices. This program is not to exceed 12 months.

An *Intern* is defined as a participant who is currently enrolled full-time and pursuing studies at a degree or certificate-granting post-secondary academic institutions outside the United States; or, have graduated from such institutions no more than 12 months prior to the start of their proposed exchange visitor program. All parties involved in internship programs should recognize that interns are seeking entry-level training and experience. Accordingly, all placements must be tailored to the skills and experience level of the individual intern

Host Organization acknowledges that they have been adequately trained on the difference between the J-1 internship program and the J-1 training program. Should the Host Organization have both interns and trainees at their property, they understand the different training requirements and that they have prepared separate training plans to accommodate the learning experience for both programs.

- The host organization agrees to develop and follow the training plan (DS-7002) that has been developed prior to the intern's arrival in the U.S.
- Host organization confirms that they will have access to adequate resources and trained personnel in order to fulfill the objectives of the J-1 program.
- Direct supervisors of interns will be responsible for signing the training plans (DS-7002). Training plans signed by Human Resources will not be accepted. DS-2019 forms will not be sent to interns until IEE receives a signed training plan (DS-7002) from the intern's direct supervisor.
- Should a participant's direct supervisor change during the internship program, it is required that a new training plan be presented to the intern and IEE that has been signed by the intern and the new supervisor administering the J-1 program. ***New training plan signed by intern and supervisor must be submitted to IEE within 7 days of the change in intern's supervisor.***
- The host organization will assist trainee in getting their contact and arrival form to IEE within 72 hours of arriving in the country. Failure to do so will result in delays in the intern receiving their social security number.
- The host organization agrees to continually provide evaluation and feedback to the intern regarding their progress. At a minimum, host organizations must provide IEE signed evaluations at the mid-point and completion of the intern program.
- Host Organization understands that this program is designed to provide exchange visitors with a guided learning experience and is not to be used to augment their labor force. Interns are not to be placed in positions considered as "unskilled labor". Examples can be found in the regulations under 22 CFR 514.22(c)(1). Examples would include, but are not limited to bussing tables, stewarding, housekeeping, server assistant (other than a minimal time for training for server training) and child care.
- The host organization will not place an exchange visitor in a position that would displace a part-time or full-time U.S. employee.
- Host organization understands that the intern must receive a minimum of 32 hours per week (not on average, but weekly).
- Host organization agrees to pay eligible intern for overtime incurred in accordance with applicable State or Federal law.
- The host organization understands that International Educational Exchange is the intern's sponsor and will be the primary contact organization as it relates to the administration of the J-1 program. The host organization understands that any and all changes to the intern's program must be submitted to International Educational

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Exchange prior to implementation. Such changes could include: location of training, content of training, length of training, etc. Host organization agrees to communicate these changes in writing to International Educational Exchange, Inc. for approval prior to implementing these changes. Host organization agrees to notify IEE promptly when there are any changes or deviations in the rotations during the intern's programs; when intern is not meeting the requirements of their rotations; or when the intern leaves their positions ahead of their planned departures.

- Should the intern leave the host organization, for whatever reason, the host organization understands they must notify International Educational Exchange within 24 hours.
- Host Organization agrees to contact IEE immediately in the event of any emergency involving the intern or any situations that impact their health, safety, or welfare.
- In the instance where Host organization provides housing or transportation, Host organization agrees to provide suitable and acceptable accommodations and/or reliable, affordable and convenient transportation to and from Host site. If there are changes to the housing location of the intern, IEE must be notified within 24 hours.
- Host organization will not encourage the intern to change their visa category that would keep them in the United States beyond the dates listed on the DS-2019 form or will not encourage the intern to change their non-immigrant status during their J-1 program.
- Host organization understands that International Educational Exchange can withdraw sponsorship for any intern whose host organization is not complying with IEE Inc.'s program. Should this result in the intern having to return to their home country, Host organization understands that International Educational Exchange may deny any future applications from that organization.
- The Host organization recognizes and agrees to their obligation to act in accordance with the regulations outlined by the Department of State throughout the duration of the intern program. Regulations outlining the administration of this program can be found at 22 CFR 62.22 (Exchange visitor program).
- The Host organization understands that the intern has agreed to abide by all U.S. laws and regulations governing exchange visitor while residing in the United States, and to abide by the rules and regulations of International Educational Exchange's Intern Program. Failure to do so could result in termination in their program. Examples of reasons for termination: 1) Convicted of a crime, 2) Disciplinary action, 3) Engaging in unauthorized employment, 4) Failure to maintain health insurance, 5) Failure to pursue EV program activities, 6) Failure to submit change of current address to Sponsor within 10 days, 7) Involuntary suspension of program, 8) Violating Exchange Visitor program regulations, and 9) Violating sponsor rules governing the program.
- The intern will know their rate of pay prior to acceptance of intern agreement and beginning of the program.
- As the host organization, I certify that the intern is being paid by our organization or parent company and is not being paid by a third party or any form of staffing agency.
- Host Organization recognizes that the cultural component of the exchange visitor program is an essential part of the program and will provide intern with information on cultural activities in the area as well as incorporating cultural activities into their program.

**Note:** This program is site specific. Intern are only allowed to train with one Host organization. If the intern leaves his/her host organization without approval prior notice from IEE, their program will be terminated and they must return to their home country immediately. If an intern is terminated by either IEE or their Host organization due to failure to comply with company rules and regulations, or rules and regulations set forth by IEE and the Department of State, their program will be terminated and they will be required to return to their home country immediately. If an intern is terminated by Host Organization, Host Organization must notify IEE within 24 hours of termination. IEE will then give guidance to the intern of their obligations to return to their home country.

As program Sponsor, International Educational Exchange is bound to uphold the program requirements as indicated by the regulations governing the Exchange Visitor Program and will continue to provide host organization with guidance directives during the internship period.

The success of this program is dependent on Host Organizations understanding the regulations outlining the program. IEE will provide Host Organization with J-1 orientation material to share with managers of the organization that will be administering the program and have direct supervision over Exchange Visitors. This orientation material must be shared with all new management hires to ensure they understand their role in administering this program.

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By signing below, the host organization agrees to the conditions stated above and agrees to abide to the obligations and responsibilities as stated in this agreement. IEE will not continue its sponsorship of any participant with any company who does not abide by the spirit of the J-1 internship program.

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Host Organization Representative Printed Name

Signature

Date

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