



Questionnaire for Overseas Agencies Requesting Partnership

Official Name of Organization:

Address of your agency:

Main Contact Person in Organization:

Full name of all Owners/officers:

Phone Numbers (to include any emergency numbers):

Website:

Programs you work with: Intern Trainee Work/travel

How long has your agency been working with the J-1 programs:

Intern Trainee Work and Travel

Please list names Contact Names and email addresses for at least 3 other United States businesses you are currently working with willing to attest to the credibility of your business:

Please list names and contact details of U.S. sponsors have you worked with over the last 5 years?

Have you ever filed for bankruptcy? If so, please explain:

How many participants do you plan to send in the following categories on full placements?

Intern Trainee Work/Travel

How many participants do you plan to send in the following categories on self-placements?

Intern Trainee Work/Travel

If you have self-placement jobs, please describe how you vet the employer to ensure they are suitable for the J-1 programs.

Describe your interview process and how you determine the English competency of each participant? Additionally, is this done in house or do you have an outside agency conduct the interview/English assessment for your participants?

What has your visa denial rate been with your organization?

How do you track the return of your participants upon completion of their program and what is the percentage of returning students after completion of the program?

For the Summer Work/Travel program, how do you ensure that the job offer dates for participants do not conflict with their University break dates?

Upon review of the information contained herewith, a representative of IEE will be in touch with you to discuss the next steps of our potential partnership. Thank you for your interest in our programs.



Required Documents Needed from Partnering Agencies

Please ensure all document copies are clear and legible and current

Agency Name: _____ Date: _____

Contact Person: _____

Email Address: _____ Website: _____

1. Fully executed Agency agreement SWT Intern Trainee
2. Any agreement which participant is required to sign between your agency and participants (Original language and translated to English)
3. Summary of Company's previous experience conducting J-1 Exchange Visitor Program Activities
4. Copy of Business License (Translated and Original) and/or registration to enable you to conduct business in the venue(s) where they operate;
5. (3) Current reference letters on company letterhead from US visa sponsor you are currently working with.
6. Promotional advertising materials used to market the programs (Brochures, promotional leaflets, etc.). Material must include English translations and original material.
7. Disclosure of any previous bankruptcy and of any pending legal actions or complaints against your agency held on file with local authorities. ***This must come from the insolvency legislation of your country. We cannot accept a letter from your agency.***
8. List of all Officers and their addresses.
9. Criminal background check reports (translated in English and original) for all owners and officers of the agency.
10. List of all offices to include addresses.
11. List of names of everyone in your organization who will be administering the program and their contact details (Full name, phone number & email address)
12. Proof of financial Solvency.
A copy of your most recent financial statement (not over 6 months old). Copy must be notarized by an official accountant, not someone from your company.
Notarized bank statements from the last 6 months or a signed & dated letter from a bank/financial institution attesting to agency's financial solvency
13. Pre-departure orientation material.
14. Copy of Refund policy
15. Price sheet of fees charged and what they cover/ State Dept. Price Sheet
16. List of Universities your company recruit from (Must be recognized by Ministry of Education)
17. Agency Fact Sheet
18. Code of Conduct

Note: Any translations of your material must come from an official translator and cannot be translated by you or any member of your organization.