



J1 VISA TRAINING PLAN GUIDE for HOST COMPANIES

Thank you for taking the time to complete your future intern's J1 Visa application.

You will find below all the necessary tips and information for you to complete the Host Company part on the sponsor's online platform.

Kind Regards,

J1 Visa Team – MyInternshipAbroad

- Please log in on IEX (InterExchange) once you have received the invite from your J1 intern
- It takes about 1 hour to complete the application

Host Forms

The Host Employer must complete these sections in addition to the DS-7002 phases below.

Company Basics	Complete
Participant Information	Complete
Participant Compensation	Complete

Phases

DS-7002 Training Plan Phases should not exceed 3-4 months, and there cannot be gaps between phases. For more information, see our [Training Plan Guide](#).

Agreements

Host Employer Agreement	All forms must be completed before the training plan can be signed by the host.
Participant Agreement	The host must sign the training plan before it can be signed by the participant.
Sponsor Agreement	The participant must sign the training plan before it can be signed by the sponsor.

1- Company Basics:

- Click on 'complete' to start
- Complete the required information
- Bear in mind that **all the data must be entered** – and they must match what you enter for the training plan start and end dates.
- **Duns and Bradstreet number** must be entered (if you don't have one you **MUST** upload a copy of your current Business Registration under 'Documents')
- **Federal Employer Identification** must be entered
- **Workers Compensation:** you must have WC to be eligible to host a J1 intern. **Add the WC policy and the policy number.**
- Please, attach your **WC certificate in "documents"** – it must be **currently valid** and must **show the address of the internship site.**
- Please note that the **Host Company CANNOT be « home based »**. You are not eligible to host a J1 intern if your company is home based.
- If you are **exempt from WC**, you must provide in "documents" a **legal statement** to prove so.

International

Annual revenue

Year register

Home based

Staffing or employment agency

Government

Number of employees

Dun & Bradstreet (DUNS)

Federal Employer Identification (FEIN)

Has workers compensation

2- Participant Information :

- Click on 'complete' to start
- Please enter the correct dates of the internship
- Please pay attention to the Employee Numbers (5 full time employees onsite for **each** J1 Visa intern)
- "More than 20% clerical work": you are not eligible to host a J1 intern if there is more than 20% clerical work (tasks such as photocopying, phone calls, basic office tasks)

Work Type

Involved in client sales

No

Independent client sales

More than 20 percent clerical work

No

Employee Numbers

On site employee count

53

Trainers count

4

Trainees count

1

Number of visa holders

4

American trainees count

2

3- Participant Compensation :

- Click on 'complete' to start
- Please provide all the required data
- If you provide a monthly rail/metro payment please always multiply the base amount by the number of total internship months

Participant Compensation

Hours per week

Stipend

Monthly stipend

Housing provided

Provided housing monthly cost

Area monthly cost

Car recommended

Public transportation

Commute monthly cost

Non monetary compensation

Exchange visitors covered

Training plan :

- Please note that **1 phase = 3-4 months maximum**
- Click on 'complete' to start
- Click on 'add training plan phase' to add a new phase
- Each phase should be distinct and contain different activities
- **Copy/Paste** between phases and between questions is **not allowed**

Phases

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PLC Programming, DUGA implementation and Version Dog May 16 2016 - August 12 2016	Agreed to by Cara Thompson on 04/13/2016 ✓
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Agreements

Host Employer Agreement	Agreed to by Cara Thompson on 04/13/2016 ✓
Participant Agreement	Agreed to by Lamour Anais on 04/13/2016 ✓
Sponsor Agreement	The training plan must be approved before it can be signed by the sponsor.

- You must **develop each of your answers**, 3-4 lines for each question is OK
- Please give the **professional background (in details)** of each supervisor involved in the intern's training
- Please **DO NOT neglect** the question about "**cultural activities**" – check the example below:

What plans are in place for the Trainee/Intern to participate in cultural activities while in the United States?

May visit local parks; which may include trips to Pensacola Naval Museum & parks, local and regional beach excursions, and participate in city of Mobile sponsored events; possibly downtown art museums and theatre production visits. There may be a guided tour to the US Coast Guard base - the facility and their aircraft.

There is a guide you can access from the sponsor's site.

Once all phases are complete you must:

- **Sign each phase (click on 'sign phase button')**
- **Sign the Host Company Agreement (click on 'sign' button)**

Thank you very much for your cooperation.

J1 Visa Team - MyInternshipAbroad