Thank you for your interest in our exchange programs!

Welcome to our online portal. Sign up to submit an application or sign in to update your record.

--Potential J-1 interns or trainees that have already connected with a US host company, please click “sign up” on the right to check whether you are eligible to apply for the J-1 visa.

If you are eligible, you will be able to proceed with submitting an application for J-1 visa program sponsorship. Attorneys and host companies are welcome to submit applications online on behalf of potential J-1 trainees or interns.

--Potential J-1 interns or trainees that have not yet found a host company, please do not sign up to check for eligibility until after you have connected with a US host company. For tips on how to connect with a US host company, check our infographic: Finding a J-1 Internship in the US

--If you have already registered for an account, please sign in on the right to view your application, access documents and maintain your visa status.

Not ready to sign up yet? If you would like to learn more about the J-1 visa program before registering, please return to our website www.internationalexchangecenter.org.

Click here to register for the first time.
Choose a name, email and password to register for the first time.
Anyone can start the application process. In this example, the immigration attorney is starting the process.
After registration, your screen displays the following instructions:

Thank You for Registering

You will be receiving a confirmation email shortly to confirm the registration. Please click on the link in the email to confirm the registration and activate your account.

It is possible that the email could end up in your spam folder, so please check there just in case. If you do find an email in your spam folder, do not forget to mark it as safe to ensure that you receive future messages from us.

If you did not receive your confirmation email, you can enter your email address below to have it resent.

Email: [Text field]  Resend
Log in to your email and click on the link to confirm registration for an account.
This is just one example of many emails that are sent out automatically when an applicant performs an action. The other automatic emails include thank you messages for completing the application, follow up form and evaluations.
Congratulations! You registered for an account. Click “Get Started” to submit an application.
Once you’ve started an application, you’ll see a list of tasks to be completed.

<table>
<thead>
<tr>
<th>Task</th>
<th>Actions</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form #1</td>
<td></td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

**Activity**

Immigration Attorney created [Attorney, Immigration](#) Tuesday, October 29, 2013 - 11:05:25 AM
Let’s take a closer look at this menu.
Manage your account from this drop-down menu in the upper right corner of the screen.
You can change your account settings.
Share information with others in the J-1 community on the forums.
Clicking “Home” in the upper left corner brings you to this page to view all of your submissions.

Click here to view the application you’re working on.
Here’s your application. Add a member here.
You can add the host company HR representative to help fill out the forms. Be sure to give an “Owner” access level. Otherwise, the host company HR representative will not be able to edit forms.
**Attorney, Immigration**

### Eligibility

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</table>

**Activity**

- Immigration Attorney added Host Company HR as a member to **Attorney, Immigration** Tuesday, October 29, 2013 – 11:25:49 AM
- Immigration Attorney created **Attorney, Immigration** Tuesday, October 29, 2013 – 11:05:25 AM

HR will get an email.
HR clicks on the link in the email.
Joining

We just need a bit more information from you before you can start.

Once you sign up, you will need to check your email for an account activation link. You should receive the email within a couple of minutes. Make sure to type your email correctly!

If you already have an account, you can log in here.

Full name

Host Company HR

Create a password

************

Confirm your password

************

We’ve detected your timezone to be: (GMT-0400) America/New_York

Register

HR types in his/her name and creates a password to register.
HR’s home screen shows all of his/her submissions and their status. Now HR and the attorney can collaborate on putting together applications. The attorney could also have chosen to give the HR read-only access, so the he/she can see but not edit applications.

The attorney must also add the J-1 Intern/Trainee applicant with the “Owner” access level so that he/she can edit and sign documents. The applicant will check email for the link just as HR did.
Let's get started with an application. This is the list of forms you need to fill out.

<table>
<thead>
<tr>
<th>Task</th>
<th>Actions</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Eligibility for the J-1 Visa</td>
<td>View Edit Delete</td>
<td>Complete</td>
</tr>
<tr>
<td>Immigration Attorney Information</td>
<td>View Edit Delete</td>
<td>Complete</td>
</tr>
<tr>
<td>J-1 Trainee/Intern Information</td>
<td></td>
<td>Incomplete</td>
</tr>
<tr>
<td>Essays and Declaration--MUST be completed and signed by J-1 Trainee/Intern Applicant</td>
<td></td>
<td>Incomplete</td>
</tr>
<tr>
<td>Host Organization Information--MUST be signed by Host Organization Representative</td>
<td></td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

Once a Task (form) has been completed, the **Status** will change from Incomplete to Complete.

If you would like to Edit your responses on any of the forms, you may select the Edit option under the **Actions** heading. You may also View or Delete your responses.
Within each form of the application, this bar will show that you’re making progress!

“Save and Continue Editing” will keep you on the same page.

On the last page of the form, there will be a “Save and Exit” button on the bottom of the form. Clicking this button will bring you back to the list of application forms. If you want to return to the list of application forms before you reach the last page of a form, click “Save & Continue Editing” and then click “Home” on the top left.
The online application system can post dynamic responses according to the information the applicant submits in the form. In the example below, the applicant cannot continue with the application because he/she is not in contact with a Host Organization.

**Are you in contact with a Host Organization that is willing to provide you with training in the United States?**

- [ ] Yes
- [x] No

**You need to find a Host Organization now, before you can continue with the J-1 visa application process.**

You cannot continue with this J-1 visa application until after you find a US host company. For tips on how to connect with a US host company, check our infographic: [Finding a J-1 Internship in the US](#)

We hope to see you back here soon!
Once you have completed all the tasks in the application, please click the “Submit Application” button at the bottom of the list of tasks.
Now that the application is complete, AIC staff will start the review process. The applicant needs to select a time for the Skype interview appointment. Appointments cannot be set less than 3 days in advance.
After the webcam interview, we will send the visa documents to accepted applicants by FedEx. The documents will arrive at the residence abroad in 3-4 days. Incomplete applications may be delayed or rejected.
After the applicant is accepted into the program, we continue to use the online application system throughout the duration of the J-1 program as a tool for collecting pre-arrival information, post-arrival follow up information, surveys and evaluations.
At the end of the program, the participant will be able to choose to submit a final evaluation or to request a program extension.

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</thead>
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<tr>
<td>Upload Documents</td>
<td></td>
<td>Incomplete</td>
</tr>
<tr>
<td>Final Evaluation/Extension</td>
<td></td>
<td>Incomplete</td>
</tr>
<tr>
<td>Request Final Evaluation from Supervisor</td>
<td></td>
<td>Incomplete</td>
</tr>
<tr>
<td>Program Extension Fee</td>
<td></td>
<td>Incomplete</td>
</tr>
</tbody>
</table>
We hope you find this new online application system easy to use.

If you have questions, please log in to aic-j1program.fluidreview.com between 2:00 and 5:00 pm Eastern time, Monday to Friday, and click the button on the lower right side of the screen to chat with us. The button will look like this:
Enterprise Grade Security
All FluidReview rooms will include dedicated & reliable hosting allowing you to collect an unlimited number of applications with ease, Section 508 and CLF 2.0 compliance, physical security measures, daily backups and firewalls, and more.

Section 508 & CLF 2.0 Compliance
FluidReview meets all federal requirements for online compliance and accessibility, assuring that any users with disabilities will be able to interact with your application process. You’ll be able to reach every applicant on one platform. Click here to learn more about Section 508 & CLF 2.0.

Privacy & Data Ownership
All data and user information that is collected on your FluidReview account belongs to you. We will never look at this information unless you specifically ask us to in order to help you troubleshoot something. We never disclose, sell, or use the information in your FluidReview account in any way, shape or form.

Physical Security
FluidReview servers are located in data centers which provide biometric access controls, constant surveillance, redundant power feeds and generators, robust fire suppression, and carefully monitored climate control to protect the servers that store your data.

Login Protection
All accounts are password protected and all passwords are encrypted (i.e. never stored in clear text). Account logins also have brute-force login protection in order to prevent individuals/bots from attempting to guess a password too many times.

Threat Scanning & Firewalls
FluidReview servers are scanned for threats and vulnerabilities and are protected with Firewalls to prevent unauthorized connections.

Scalability
FluidReview does not limit the number of submissions you receive or the number of applicant or reviewer groups that use your system.

Redundant Servers & Data Center
FluidReview infrastructure (provisioned through iWeb – our hosting partner) uses redundant storage and servers to keep the application and your data available in the case of hardware failure – and another set of servers and storage in a geographically separate data center in case our primary data center is made unavailable by a disaster or other disruption.

FluidReview data centers are equipped with a wide range of security, power management, cooling and network access equipment. Biometric sensors, security cameras and secure access are the first items encountered on-site. In addition to robust and powerful servers, power regulation systems, diesel generators and air conditioning systems are vital aspects of the facilities. All infrastructure is controlled and managed by a team of hosting infrastructures experts. Connectivity to the Internet is assured by multiple black fibers getting into the buildings’ telco rooms through diverse entry points. Multi-gigabit connectivity is used to link data centers to each other and to connect upstream providers to the hosting companies’ networks. Teams from our hosting provider monitor the data center and network operations 24 hours a day, 7 days a week, 365 days per year.

Backups
The data in your FluidReview account is replicated across multiple locations to prevent a single failure from causing data loss. Your data is backed up nightly and stored in a secure offsite location to ensure that, even in the event of a catastrophe like a tornado or flood, your information will be safe and your records can be quickly restored. We maintain all backups for a period of 30 days. If you delete your data from our system, it will remain in our backups for the next 30 days and after that point will be permanently deleted.

For your reference, here are our Security Features: