What’s in the Host Organization Information file?

The J-1 Trainee/Intern applicant will need to scan and upload various documents to complete this task. All submitted documents must be in English or the original document plus the English translation. These include:

- All pages of the J-1 applicant's passport. The passport must be valid for at least 6 months after the program end date.
- Diploma(s) or Degree Certificate(s)
- Educational Transcripts (for intern applicants and for Trainee applicants whose degree doesn't clearly match the field of training)
- Resume or CV in English, or the original plus the document translated into English
- Employment verification and reference letters for trainee applicants
- Biographic page of J-2 dependent's passport (photo and biographical data page)

The application can be started and saved if any documents need to be gathered or prepared for submission. Refer to the Application Checklist to determine information and documents required.

Enter the Host Organization information file.

This form contains the host organization agreement, which must be signed by a representative of the host organization. The direct supervisor of the J-1 applicant should be added as a Member with Owner access to this file at this time.
### Host Organization Section 1 - General Information

#### Name of Organization

- [ ]

#### Department

- [ ]

#### Host Site Address

This is the address where the J-1 trainee or intern will complete the training with the on-site supervisor.

<table>
<thead>
<tr>
<th>Address 1</th>
<th>[ ]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address 2</td>
<td>[ ]</td>
</tr>
<tr>
<td>City</td>
<td>[ ]</td>
</tr>
<tr>
<td>State</td>
<td>[ ]</td>
</tr>
<tr>
<td>Zip Code</td>
<td>[ ]</td>
</tr>
</tbody>
</table>
Not contactable!
Must be on the payroll.

Exact number of full-time, permanent U.S. resident employees at site of activity. (Must be able to document at least six)

Supervisor primarily responsible for the J-1 trainee/intern’s program at the host site

First Name

Last Name

Job Title

Telephone

Email

Host organization employee responsible for overseeing I-9 employment and payment issues for the J-1 trainee/intern’s program

Often someone in the Human Resources department of the organization.
### Host organization employee responsible for overseeing I-9 employment and payment issues for the J-1 trainee/intern's program

Often someone in the Human Resources department of the organization.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
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</thead>
<tbody>
<tr>
<td>First Name</td>
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<tr>
<td>Last Name</td>
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<tr>
<td>Job Title</td>
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<tr>
<td>Telephone</td>
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<td>Email</td>
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</tr>
</tbody>
</table>

**Website**

Required also on the DS-7002.

- [ ] Business
- [ ] Non-profit
- [ ] Government
- [ ] Academic Institution
- [ ] Other

**What type of entity is your host organization?**

- [ ] Business
- [ ] Non-profit
- [ ] Government
- [ ] Academic Institution
- [ ] Other
Host organization's principal business activities

Was your organization incorporated before 1937?
- Yes
- No

Gross Annual Revenues
$ [Enter amount]

Total number of current active J-1 trainees/interns
The total number of J-1 participants cannot exceed 10% of the total number of full-time employees.

Is the host organization's headquarters or principal business address different from the site of activity listed above?
- Yes
- No
Requested Program Start Date:
We recommend submitting the J-1 visa application at least 6 weeks before the expected program start date. Please enter the date in year-month-day format.

YYYY/MM/DD

Requested Program End Date:
Please enter the date in year-month-day format.

YYYY/MM/DD

1. Career Field of the Training:
Choose One:
- Public Administration and Law
- Information Media and Communication
- Management, Business, Commerce and Finance
- Sciences, Engineering, Architecture, Mathematics and Industrial Occupations
- Social Sciences, Library Science, Non-clinical Counseling and Social Services
- Arts and Culture
- Tourism

Important to establish expertise to provide specific training.

2. Please provide background information on the host company. Include an explanation of its organizational history.
3. Please state the overall objectives of this Training Plan.

These questions help to provide the motivation of just why the host is offering the training to the J-1.

They also help to establish that the host is offering bona fide training and not an ordinary work experience.

Finally, the questions help explain why an American is not being placed in this training opportunity.

4. Why is this company offering this training opportunity?

Note: The J-1 program cannot be used for training for future employment in the United States.

5. How do the assignments, rotations, focus, and emphasis of this Training Plan differ from the regular assignments and work roles given to regular your permanent staff?
6. Please explain your understanding of the exchange visitor's career goals and how this Training Plan will advance those goals.

7. How does the Training Plan build on training the participant has previously mastered?

The J-1 program must expand on the foundation the trainee/intern has already built through work experience and academic study in the home country. Elaborate on how this training is related to the J-1's professional background and the next steps in his or her career.
Host Organization Information

Click "Save and Continue Editing" at the bottom of the form to stay on the same page. "Next" advances to the next page. "Save and Exit" at the bottom of the last page returns you to the list of tasks in the application. Return to the home page at any time by clicking "Home" on the upper left of the form.

Host Organization Agreement

The following statements should be carefully read and checked as an indication of agreement by an employee or officer of the host organization authorized to approve such agreements. The officer must provide contact information and a signature below:

☐ The company agrees to provide the training described in the American Immigration Council approved Training Plan for the full period specified. The company will provide the activities and assignments, appropriate facilities and equipment, and guidance of qualified personnel to facilitate the achievement of the training objectives by the trainee/intern.

☐ The company agrees to provide financial support as specified on the Trainee/Intern Financial Support and Budget page.

☐ The company agrees to notify the American Immigration Council within 3 business days if deviating from the approved Training Plan.

☐ The company has a Workers’ Compensation Insurance policy, and will enroll the trainee or intern in such policy when possible.

☐ The company agrees to the general purpose and goals of the J-1 visa program to bring to the United States qualified international trainees or interns for a period not to exceed 18 months to provide appropriate training in American business practices and methods and to promote the general interest of international exchange. The company agrees that representatives of the company may not in any way assist the trainee/intern to continue the stay in the United States after the expiration of the J-1 visa status without first leaving the country.
The company understands that the trainee/intern is not an ordinary employee. Should the company be unable or unwilling to complete the training program, or should the Training Plan be completed before the time period specified, the situation will be discussed with the American Immigration Council staff before any action is taken to terminate the trainee/intern's position at the company. The company understands that the American Immigration Council, not the company, is responsible for the trainee/intern's J-1 visa status in the United States.

The company attests to the accuracy of the information in this application. It is understood that the American Immigration Council reserves the right to deny or terminate sponsorship of the trainee/intern's J-1 visa status should information be found to be inaccurate or incomplete at any future point.

Check out J-1 journeys at http://j1journeys.org/ for J-1 stories.

Does the host organization agree to allow the American Immigration Council to use your name for promotional purposes? Such purposes may include mention in the publication of the Exchange Visitor of the Month or Alumni of the Month interviews.

- Yes

Name and contact information of the Officer or Director authorized by the host organization to sign this application to host a J-1 exchange visitor:

First Name
Last Name
Job Title
Telephone
Email
By signing below, you attest that you are the authorized person of the host organization whose contact details are listed above, that you are applying to host a J-1 exchange visitor, and that you have reviewed and agree to follow the agreement made by completing this form.

Click, hold and drag the cursor to draw your signature.

If the host organization representative is uploading a signed host Company Declaration form, write ‘See Attached’ below. Then upload the signed Declaration in the "Upload Additional Documents" task.

Your attorney will receive an email notification after you complete this submission.

Full name of J-1 exchange visitor applicant

The Host uses the computer mouse like a stylus to sign the document.