

HOST COMPANY APPLICATION

Host Company Profile

Company Name:

Physical Address:

Street:

State:

City:

ZIP Code:

Phone:

Fax:

Company's Website (required):

Year host company was established:

Type of Business / Description of Company Activities:

Parent Company (if applicable):

Federal Tax ID Number:

Workers Compensation Insurance Policy Available? Yes Yes No

Workers Compensation Insurer's Name:

Workers Compensation Insurer's Policy Number:

***MUST include copy of current & unexpired certificate - REQUIRED**

Annual Revenue **companywide** in U.S.:

Number of Employees **companywide** in U.S.:

Number of full time Employees **onsite** where Trainee/Intern is Placed:

Number of Any Additional International Trainees/Interns **onsite**:

Site Visits:** Site visits are required for host companies working with Global Current/AIESEC U.S. for the first time that have less than 25 employees **AND** annual revenues under \$3 million. Global Current performs site visits through in-person observation of the participant's site of activity for the purpose of evaluating the facilities, conditions and resources available at that location. **Site visits must be pre-approved by GC staff.**

Host Company Contact Information

Company Contact's Name:

Contact's Title:

Phone:

Email Address:

Fax:

Name of Alternate Contact or Participant Supervisor (required):

Contact's Title:

Phone:

Email Address:

Fax:

Site of Activity (where the J-1 will train) Information

Site of Activity (1)

Name of Location:

Street:	State:
City:	Zip Code:
Dates of Training: From:	To:
Phone:	Fax:

Number of FT Employees at Site of Activity:

Annual Revenue at Site of Activity:

Site of Activity (2)

Name of Location:

Street:	State:
City:	Zip Code:
Dates of Training: From:	To:
Phone:	Fax:

Number of FT Employees at Site of Activity:

Annual Revenue at Site of Activity:

Site of Activity (3)

Name of Location:

Street:	State:
City:	Zip Code:
Dates of Training: From:	To:
Phone:	Fax:

Number of FT Employees at Site of Activity:

Annual Revenue at Site of Activity:

Site of Activity (4)

Name of Location:

Street:	State:
City:	Zip Code:
Dates of Training: From:	To:
Phone:	Fax:

Number of FT Employees at Site of Activity:

Annual Revenue at Site of Activity:

Program Details

Why is your company using the Exchange Visitor Program?

Why has your company selected this candidate for an offer of training or internship?

A key goal of the Fulbright-Hays Act, which authorizes the internship and training programs, is that participants will return to their home countries and share their experiences with their countrymen.

As a designated sponsor, we must certify that host organizations do not displace full- or part-time or temporary or permanent American workers or serve to fill a labor need and ensure that the positions that trainees and interns fill exist primarily to assist trainees and interns in achieving the objectives of their participation in training and internship programs. Sponsors may not issue a T/IPP for any trainee or intern for which the duties involve more than 20% clerical work, and unskilled or casual labor positions are not permitted.

Global Current will only sponsor foreign nationals for J-1 visas when the host company accepts that it **will not pursue ANY visa including the H-1B visa (including consular notification) and/or make any offer of U.S. employment to the exchange visitor during their J-1 training or internship program. Please confirm that your company agrees to these terms.**

Absconders: The State Department has noticed an increase in the number of exchange visitors leaving their programs without notice to their sponsors or host organizations. Such exchange visitors are considered absconders. **Please be sure to update our office if your Trainee/Intern leaves their program early.**

The Intern/Trainee is permitted to participate in the program and train only between the program start date and end date specified on their DS-2019 form. They may enter the United States up to 30 days before the official start date of the program, and may remain in the United States up to 30 days after the program has ended for personal reasons. **They are not permitted to train before the start date or past the end date specified on the DS-2019 form.** Please confirm that your company understands these terms.

Reception & Orientation Plan

Please describe both the reception plan (picking the Trainee/Intern up from the airport, assisting with housing, etc.) and the structured orientation plan your company will provide for the Trainee or Intern.

Cross-cultural Activities

The purpose of the J-1 Exchange Visitor Program is to provide foreign nationals with opportunities to participate in educational and cultural programs in the United States and return home to share their experiences, and to encourage Americans to participate in educational and cultural programs in other countries. Educational and cultural exchanges assist the Department of State in furthering the foreign policy objectives of the United States.

The Department of State encourages sponsors to give their exchange visitors the broadest exposure to American society, culture and institutions; and to encourage exchange visitors to participate voluntarily in activities that are for the purpose of sharing the language, culture, or history of their home country with Americans, provided such activities do not delay the completion of the exchange visitors' program. Good cross-cultural activities should be organized events both on and off the site of activity (training location), where the trainee/intern will have the opportunity to interact with Americans. These activities can include cultural awareness days, company picnics, organized trips to parades and sporting events, dinners at their co-workers homes, etc.

Please describe the cross-cultural activities the the Trainee or Intern will participate in during the program.

How did you hear about Global Current?

Host Company Agreement with Sponsorship Terms & Conditions

Pursuant to the sponsorship of the J-1 visa by AIESEC U.S., (“Host Company”) agrees to the following responsibilities and certifies compliance with Global Current’s and AIESEC U.S.’s policies below.

The Host Company will:

1. Comply with the spirit, intent, and all applicable provisions of the J-1 Exchange Visitor Program regulations pertaining to screening and selecting, orienting, training, and evaluating the Trainee/Intern;
2. Provide the Training/Internship onsite at the site of activity as outlined in the Form DS-7002;
3. Provide compensation in the form of stipend and/or other benefits to the Trainee/Intern as outlined in the DS-7002 (should compensation be offered, third-party staffing/employment agencies are strictly prohibited from being contracted to pay J-1 program participants); 1099s: It is inappropriate to classify interns/trainees as independent contractors for the duration of their program
4. Provide all necessary information regarding policies and practices of the Host Company to the Trainee/Intern;
5. Ensure the Trainee/Intern has all necessary directions and instructions to prepare for their arrival to the U.S.;
6. Introduce the Trainee/Intern to the Host Company and the Trainee/Intern Program;
7. Review Form DS-7002 Training/Internship Placement Plan (TIPP) and expectations with the Trainee/Intern;
8. Complete all evaluations administered by Global Current and/or AIESEC U.S. in order to maintain compliance with J-1 visa regulations and provide feedback to Global Current, AIESEC U.S. and the Trainee/Intern;
9. Ensure a quality experience for the Trainee/Intern in which cross-cultural activities are available;
10. Notify Global Current immediately about any changes to the Training/Internship duration, location, or other status change.
11. Arrange for, advise on, or provide access to affordable housing and transportation;

Placement Eligibility: The Host Company certifies that:

1. The candidate meets either of the following eligibility requirements for the J-1 Trainee/Intern Program:
 - a. J-1 Intern
 - i. Is currently enrolled full time in and actively pursuing studies at a foreign ministerially-recognized degree- or certificate-granting post-secondary academic institution outside the U.S., OR
 - ii. Has graduated from such an institution no more than 12 months prior to the J-1 program start date.
 - b. J-1 Trainee
 - i. Has a degree or a professional certificate from a post-secondary academic institution outside of the United States AND at least one year of prior work experience outside the U.S. in an occupational field related to the proposed Training, OR
 - ii. Has at least five years of work experience outside the U.S. in an occupational field related to the proposed traineeship.
2. The Trainee/Intern has been screened for English skills and speaks and understands English at an advanced or higher level necessary to participate in the proposed program and function in an English-speaking environment in the U.S. The candidate’s English language skills were verified by signed documentation from an academic institution or English language school, or through a documented interview conducted via video conference or telephone with a Global Current staff member;
3. The Trainee/Intern will depart the United States upon completing the Training/Internship or upon dismissal from the program by the Host Company or Global Current and/or AIESEC U.S.

Training/Internship Programs

The Host Company certifies that:

1. The objectives of the proposed Training/Internship program are to enhance the Trainee/Intern's skills in his or her specialty occupation through participation in a structured program, to improve the Trainee/Intern's knowledge of American techniques, methodologies, or expertise, to enable the Trainee/Intern to better understand American culture and society, and to enhance American knowledge of foreign cultures and skills through open interchange of ideas between the Trainee/Intern and American counterparts;
2. The skills, knowledge, and competence described in the proposed Training/Internship are imparted to the Trainee/Intern in a supportive and appropriate environment that may include classroom training, seminars, departmental rotation, on-the-job training, and attendance at conferences, as appropriate;
3. The proposed Training/Internship will not fill a staff vacancy, and the Trainee/Intern will not displace a part-time or full-time American worker;
4. Continuous onsite training, supervision, and periodic evaluation of the Trainee/Intern will be provided;
5. Sufficient facilities, equipment and qualified personnel are available onsite to provide the Training/Internship specified;
6. No transfer of visa status or offer of employment in the U.S. will be made to the Trainee/Intern at any time during the program or upon completion of the program. The Host Company's intention is that the Trainee/Intern will depart the U.S. upon completing the program;
Global Current/AIESEC U.S. reserves the right to terminate the J-1 program of any sponsored participant that submits an application to USCIS in pursuit of the H-1B or ANY visa (including consular notification) while in the U.S. on a J-1 visa.
7. The Host Company agrees to contact Global Current immediately if the Trainee/Intern's performance does not meet the Host Company's expectations. Traditional feedback and guidance as appropriate to the Host Company's human resources policies and procedures should be attempted prior to contacting Global Current or terminating the program;
8. The Host Company agrees to release the Trainee/Intern from the Training/Internship in cooperation with Global Current and AIESEC U.S. procedures, should the Host Company be unable to provide the Training/Internship set forth in the DS-7002 Trainee/Internship Placement Plan (TIPP);
9. The Host Company understands that Global Current and/or AIESEC U.S. must investigate any claims against the Host Company made by the Trainee/Intern, and agrees that Global Current, AIESEC U.S. and the Trainee/Intern will not be held responsible for any losses, should Global Current and/or AIESEC U.S. reach the decision that the Training/Internship be terminated due to the Host Company's failure to comply with program regulations or any other responsibilities set forth and agreed to in this document.

Application and Visa Process

The Host Company certifies that it understands that:

1. Global Current and AIESEC U.S. require that host companies submit applications for programs 30 to 45 days prior to the proposed start date of the program. If an application is submitted late, the Host Company will not hold Global Current or AIESEC U.S. responsible for any delay in the Trainee/Intern candidate's visa process;
2. The normal processing time for DS-2019s is 2 business days after Global Current has received a complete application and applicable program fees;

3. A DS-2019 cannot be issued until AIESEC U.S. has received a complete Form DS-7002 Trainee/Internship Placement Plan (TIPP) with the signatures of the supervisor and the Trainee/Intern candidate. The DS-2019 and DS-7002 are NOT visas, and the Trainee/Intern candidate must visit a U.S. embassy or consulate to apply for a J-1 visa. The Trainee/Intern may not begin a Training/Internship program with a change of visa status within the U.S.;
4. The Trainee/Intern must send the original DS-2019 to Global Current for travel validation if international travel is required during the program at any time. If the Trainee/Intern is denied re-entry to the U.S., the Host Company will not hold Global Current or AIESEC U.S. responsible;
5. If the Company or the Trainee/Intern seeks a program extension to the maximum duration of 18/12 months that an additional J-1 visa may be required in order to complete the program. If the Trainee/Intern is denied this visa, the Company will not hold Global Current or AIESEC U.S. responsible.

Orientations and Evaluations

The Host Company certifies that:

1. Global Current will provide the Trainee/Intern with information on the following prior to arrival to the U.S.: Program purpose and description, 212(e) Home Country Physical Presence Requirement, Travel and entry into the U.S., insurance, obtaining housing, other costs the Trainee/Intern will likely incur, life and customs in the U.S., rules the Trainee/Intern will be expected to follow while participating in the program, and the address and phone numbers for Global Current, AIESEC U.S. and Exchange Visitor Program Services at the U.S. Department of State;
2. The Host Company is responsible for ensuring the Trainee/Intern's arrival orientation and providing the Trainee/Intern with information on the following: local community resources (public transportation, medical centers, schools, libraries, etc.), locally available healthcare, and cross-cultural activities.

Insurance

The Host Company understands that:

1. Enrollment of participants in Global Current's group insurance plan is mandatory;

SEVIS (Student and Exchange Visitor Information System)

The Host Company certifies that:

1. The Host Company understands that the Trainee/Intern must contact Global Current **within 10 days of arrival** to the U.S. in order to validate their U.S. residential address in SEVIS. The Host Company understands that the Trainee/Intern will be ineligible to continue their program if they fail to provide this information to Global Current. Failure to report this information to Global Current will result in the Trainee/Intern being reported to SEVIS as "out of status" resulting in program termination and the need for the Trainee/Intern to immediately return to their home country;
2. The Host Company agrees to provide Global Current with any information necessary for program validation or reinstatement should it be requested.

I understand and agree to the following:

The Intern/Trainee's program duties must not involve more than 20% clerical work.

The program must include varied cultural opportunities inside as well as outside of the professional space

The Intern/Trainee will rotate and/or transition to the next phase on the date as outlined in the DS-7002 as planned, but if they are deemed not ready, we will contact the sponsor to inform them of the change.

I confirm that the applicant has verifiable English language skills sufficient to function on a day-to-day basis in the training environment.

I understand that Global Current/AIESEC United States reserves the right to conduct a site visit either before or during the J-1 program in addition to mandatory site visits that are required by the regulations.

I agree to inform the sponsor of ANY changes that occur with the training as outlined in the DS-7002 including the following: supervisor changes, date changes, site of activity changes, etc.

I understand that the participants are covered by health insurance and will reach out to the sponsor with any questions or concerns the participants have.

Provide continuous on-site supervision and mentoring of trainees and interns by experienced and knowledgeable staff

Agreement

The Host Company hereby agrees to participate in the Global Current exchange program under the sponsorship of AIESEC U.S. and to fulfill the responsibilities stated above.

Signature of Company Representative: X_____

(Print Name) _____

Date: _____

Host Company Application Checklist

Please use this checklist to ensure that your application is complete and processed quickly.

Complete Host Company Application with valid, unexpired Worker's Compensation Certificate

This document should be completed in full. **We can not accept addendums.**

DS-7002

The DS-7002 is used by the U.S. consulate/embassy to evaluate your exchange visitor program. Please complete all sections and be sure to include an **additional second page for each phase**. The Trainee Program requires multiple phases; however the Intern Program does not. As a result, multiple second pages are required for the Trainee Program. All of Global Current's programs are sponsored by AIESEC U.S., therefore AIESEC U.S. and its program number should be marked under the Program Sponsor Name and Number. The Participant Information section may be completed with the Host Company's address and phone number. Please see the sample DS-7002 (Sample 2) for more guidance.

Program Overview

The Program Overview should contain a company profile and an overall program objective. This document should be no longer than two pages and should provide an overview of the purpose of the program and how it fits into the host company's operations. All training content should be described in the DS-7002. Please see the sample Program Overview for guidance (Sample 3).

Company Offer Letter

The Company Offer Letter must follow our format very closely in order to avoid any difficulty at the U.S. Embassy/Consulate. The letter must be signed and appear on company letterhead. Please note that there are slight differences between the intern and trainee Letters in regards to language and our program number (Sample 1). If the participant is currently training at your company on F-1 OPT status, kindly include a letter explaining how the J-1 Training/Intern Program is different and more advanced than the OPT. We now accept printed color copies of company offer letters.

Payment (We accept checks and credit cards)

Credit Card payments: Please note, there is a \$100 service fee for processing.

Checks: Please make the check payable to **AIESEC United States, Inc/Global Current**. and email a copy of the check and tracking number with the application submission. The hard copy of the check should be mailed to our office.

Participant Application

Please ensure that the J-1 candidate has completed the full participant application before submitting the application to Global Current. A participant checklist is included on the final page of the Participant Application.

Program Timeline

The following guidelines are approximate. The average processing time for a complete Global Current J-1 Exchange Visitor Program Application is within 2 business days of the receipt. Missing or incomplete sections may delay processing. We make every effort to expedite all applications. Please contact us prior to submitting any application for which urgent processing is required.

Document	Deadline
Completed Global Current Application	30-45 days before the start date of the program
Program Validation & Pre-arrival Acknowledgement	Within 10 days of the Participant's arrival to the U.S.
Initial Evaluation Form	4 weeks after the start date of the program
Mid-Point Evaluation Form	Mid-point of program (6 month or longer duration)
Final Evaluation & email departure itinerary	2 weeks before the participant leaves the U.S.

Thank you for trusting Global Current with your J-1 visa sponsorship needs!