

Host Firm Guidance

The J-1 Program promotes mutual understanding between the people of the United States (U.S.) and the people of other countries by educational and cultural exchanges. The purpose of the program is to enhance the skills and expertise of exchange visitors in their academic or occupational fields through participation in structured and guided work-based training and internship programs and to improve participants' knowledge of American techniques, methodologies, and technology. Such training and internship programs are also intended to increase participants' understanding of American culture and society and to enhance Americans' knowledge of foreign cultures and skills through an open interchange of ideas between participants and their American associates. A key goal of the Fulbright-Hays Act, which authorizes these programs, is that participants will return to their home countries and share their experiences with their countrymen.

Exchange Visitor Program training and internship programs **must not** be used as substitutes for ordinary employment or work purposes, nor may they be used under any circumstances to displace American workers.

Trainees/interns must receive **continuous onsite supervision** and mentoring by experienced and knowledgeable staff throughout the duration of their programs, and these supervisors must sign and/or be listed on the participant's Form DS-7002.

All required program evaluations must be completed prior to the conclusion of a training and internship program, and both the trainees and interns and their immediate supervisors must sign the evaluation forms. We will send evaluation forms and directions to participants, as it is their responsibility to ensure that this requirement is met. For programs under six months, an initial and final evaluation are typically required, while those over six months also require a mid-program evaluation.

In order to validate a participant's program in SEVIS, we require their completed Program Validation Form and supplemental documents within 10 days of their start date as listed on the Form DS-2019. Once their program has been validated, we recommend the participant wait approximately one week before applying for their Social Security Number, as required, to allow the government systems time to update their information. While the participant awaits their Social Security card, your firm is legally allowed to issue their stipend, as applicable. For more information, please visit the Social Security Administration's [Employer Responsibilities When Hiring Foreign Workers](#) website. Please note that if your participant receives a stipend, they should receive a W-2 in order to file their taxes the following year.

Participants may only intern/train during the program dates as listed on their current Form DS-2019. Host firms must submit an Early Departure Form if their intern/trainee leaves 30 or more days before their end date.

The State Department has noticed an increase in the number of exchange visitors leaving their programs without notice to their sponsors. Such exchange visitors are considered absconders. If your trainee/intern withdraws from their program earlier than the end date as listed on their Form DS-2019, our office must be notified *immediately*.

We will only sponsor foreign nationals for J-1 visas when a host company accepts that it will not pursue *any* visa, including the H-1B visa, and/or make *any* offer of U.S. employment to the exchange visitor during their J-1 training or internship program. Participants are expected to leave the country once their program concludes.

It is *mandatory* for all program participants to enroll in the health insurance we provide, as the policy meets all U.S. Department of State requirements.

Finally, we invite all host firms and their greater communities to share with us their experiences and stories about hosting a participant of the Exchange Visitor Program for State Department communications and advocacy.

Host Company FAQs

Who is Global Current and what do they do?

The U.S. Department of State designates public and private entities to act as exchange sponsors to facilitate the entry of participants into the United States. [Global Current](#) is a division of [AIESEC United States](#), an international student organization and designated sponsor for the J-1 Trainee and Intern Programs. Sponsors and program participants are required to comply with the [Exchange Visitor Program regulations](#), and are monitored on an ongoing basis to ensure that programs meet appropriate standards and guidelines.

Is my company eligible to be a host company of a J-1 Intern or Trainee?

Companies that wish to host J-1 Trainees or Interns must meet certain standards to be considered:

- Have already been in operation for a minimum of 24 months
- Have a minimum of 25 employees or earn \$3 million annually (companies that do not meet this requirement must pre-qualify through a site visit)
- Must offer and cover the Intern/Trainee with Worker's Compensation insurance.
- Offer Cultural activities and opportunities.
- Offer training programs no longer than 18 months in duration and/or internships no longer than 12 months in duration.
- Must not issue offers of employment on another visa type.
- Have appropriate resources, such as facilities and qualified staff, to successfully facilitate the proposed program.

What is required of the host company and supervisor for the duration of the program?

Supervision: Trainees/interns must receive *continuous onsite supervision* and mentoring by experienced and knowledgeable staff throughout the duration of their programs, and these supervisors must sign and/or be listed on the participant's Form DS-7002.

Evaluations: All required program evaluations must be completed prior to the conclusion of a training and internship program, and both the trainees and interns and their immediate supervisors must sign the evaluation forms. We will send evaluation forms and directions to participants, as it is their responsibility to ensure that this requirement is met. For programs under six months, an initial and final evaluation are typically required, while those over six months also require a mid-program evaluation.

Can the program end early (due to early completion of goals or termination of contract)?

Yes, participants may only intern/train during the program dates as listed on their current Form DS-2019 but are welcome to end early. Host firms must submit an Early Departure Form if their intern/trainee leaves 30 or more days before their end date.

Can the program be extended?

Yes! If the participant's program dates are not yet at the maximum duration (Intern 12 months; Trainee 18 months) and they are in good standing, they may qualify for an extension for additional projects or more time to learn the current skillset. An Extension request form should be submitted to AIESEC for review.

Can the J-1 Intern or Trainee continue on as a full time employee?

No! We will only sponsor foreign nationals for J-1 visas when a host company accepts that it will not pursue *any* visa, including the H-1B visa, and/or make *any* offer of U.S. employment to the exchange visitor during their J-1 training or internship program. Participants are expected to leave the country once their program concludes.

What benefits do we need to provide to the J-1 Intern or Trainee (medical benefits, time off, etc)?

The host company is welcome to but not required to provide any benefits to the J-1 trainee/intern. The Participant will be enrolled in our insurance plan for the duration of their program that meets all federal requirements.

Please note that the insurance plan all J-1/J-2's are enrolled in only covers emergent illness and injury in the program (excluding routine care, preexisting conditions, maternity, etc.). Please have the participant refer to the brochure that is provided to them.

What taxes are required for the J-1 Intern / Trainee to pay?

Participants are required to pay Federal Income Tax, State Income Tax, and City Income Tax. Participants do not pay FICA (Social Security and Medicare Tax) and FUTA (Federal Unemployment Tax).

What if the site of activity or supervisor changes?

If the site of activity or supervisor changes, AIESEC must be made aware immediately. We will require an updated DS-7002 and will amend the program in the government system.

What can I do to support the new J-1 Intern/Trainee?

Most interns and trainees may go through a major culture shock when they arrive in the US. Different cities/towns, people, language, etc. can really be a hard adjustment for some. Types of support that the participant may reach out to the host company include but are not limited to: how to get around, where is a safe place to live, local resources (grocery/convenience stores, medical care, post/town hall, etc.). We encourage you to check in on your participant's mental health and reach out to AIESEC if there are any concerns.