

# Host company guidelines

(do not complete - this document only serves as a document completion guideline)

## Document 1: Training Plan Draft (also called “DS-7002 form”):

### Sections 1 and 2:

Please complete the “training plan draft” and send us back the writable/editable version of the document via email. Do not hand in a handwritten document.

In the first section, please enter the name of your future intern/trainee.

#### SECTION 2: HOST INFORMATION

Business/Organization Name:

Address:

City:  State:  Zip Code:

Employer ID Number(EIN):

Website URL:

Number of FT employees onsite where the internship/training program will take place:

Annual US Revenue

\$0-3 million  
  \$3-10 million  
  \$10-25 million  
  >\$25 million

Insert the company’s/organization’s full legal name

Insert the address where the internship/traineeship will take place.  
If the participant will train/intern for more than 2 weeks at another/other location(s), you will be required to complete a separate training plan for each location the participant will intern/trainee at.

The “EIN” is a 9 Digit number also known as “Tax ID Number” or “Federal Tax ID”

**On-Site Visit:** If your company has not yet taken part in the Intrax J1 visa Program, has fewer than 25 employees and less than \$3 million annual US revenue, you will be contacted later in the process to schedule a visit of your office location. No on-site visit is required for governmental institutions.

Does your business/organization carry Worker’s Compensation coverage?

Yes  
  No  
 If yes, name of Worker’s Compensation Carrier:

Does your Worker’s Compensation policy cover the intern/trainee?

Yes  
  No  
 If no  The applicant is provided with alternate equivalent coverage.

The applicant is not covered under Worker’s Compensation or any equivalent policy and we have confirmed that we are exempt from providing coverage under state law.

If your company is legally exempted from carrying a workers’ compensation policy, please complete, sign and e-mail us back our [WC exemption letter](#).

Most state laws require host companies to provide worker’s compensation coverage for their intern/trainee. In case your company is legally exempted from covering Interns/Trainees, we will need additional evidence confirming this exemption (such confirmation may include a screenshot of your applicable state worker’s compensation regulations, a section of your policy showing that you are exempt, or correspondence from your insurer or broker confirming that you are exempt from covering interns/trainees).

Program regulations require J-1 Interns and Trainees to intern/train a minimum of 32 hours/week.

For programs up to 6 months, Host Companies must complete a [Minimum Wage Exemption Form](#) if the program is paid below [local minimum wage](#) and does not meet one of the following criteria:

- The internship provides academic credit or fulfills a degree requirement; OR
- It is part of a government-sponsored program; OR
- Applicant is being paid by a subsidiary outside the U.S.; OR
- This is a teaching internship in a public school

All programs over 6 months must be paid at least the [local minimum wage](#) (exception for teaching programs) \*

You may also provide non-monetary compensation such as housing, transportation, and/or meals as part of the participant's overall compensation package. Please indicate the estimated value for the entire program.

Dates of internship/training program:

Start Date:  End Date:

Hours Per Week:

Will the intern/trainee be paid?

Yes  No

If Yes Stipend Amount:

Stipend Basis:

Will the applicant receive any non-monetary compensation? (i.e. housing, transportation, free meals)

Yes  No

Non-monetary compensation total estimated value (for entire program):

If yes, description of non-monetary compensation:

Main Program Supervisor/POC at Host Company/Organization:

Last Name:

E-mail Address:

First Name:

Phone Number:

Fax (Optional):

Title:

The main supervisor indicated in the training plan will be our main point of contact when scheduling a validation call or site visit later in the process. This person should be familiar with the future intern/trainee and their program in the USA.

\* Please note that, as per U.S. Department of State regulations, J-1 Interns and Trainees may not be hosted or "registered" as independent contractors (i.e., paid via a 1099 form). If an Intern/Trainee is compensated during their program, they should receive a W-2 for each Fiscal Year they have been paid for.

### Section 3:

#### Intern category:

- For currently enrolled students and recent graduates (less than 12 months ago)
- The maximum length is 12 months.
- Except for hospitality and tourism, internships only need to have **1 phase**.

#### Trainee category:

- For graduates with a minimum of one year of work experience or professionals with a minimum of 5 years of experience
- The maximum length is 18 months. Exceptions: Training in the field of Hospitality & Tourism and Education is limited to 12 months
- Placement Plans should be broken up into various phases covering no more than 4 months duration each, e.g., 12 months training must have at least 3 phases, 18 months training must have 5 phases.
- Regardless of length, all Training Plans for the trainee category should contain at a minimum two phases or rotations.

#### Hospitality and Tourism Programs:

- Internships and Trainings in the field of Hospitality & Tourism are limited to 12 months
- For both Internship and Training, six months or longer must contain at a minimum 3 departmental or functional phases/rotations

1. **Description of Trainee/Intern's role for this program or phase:** Brief 1 to 2-sentence description of what happens during this phase. Describe the internship/training position title and what department your intern/trainee will be trained at; you may also reference specific projects they will work on etc.
2. **Specific goals and objectives for this program or phase:** High-level objectives and the ultimate purpose of them receiving training on this project or in the field; it's also helpful to describe how your intern's/trainee's field of study relates to their responsibilities
3. **Please list the names and titles of those who will provide continuous (for example, daily) supervision of the Trainee/Intern, including the primary supervisor. What are these persons' qualifications to teach the planned learning?** Give the supervisor's full name and business title and a reason they are qualified to provide training, e.g., you may indicate how long they have held the position and whether they have supervised interns before. The information should reflect the information entered in the field "primary phase supervisor"
4. **What plans are in place for the Trainee/Intern to participate in cultural activities while in the United States?** This needs to contain at minimum activities separate from the internship/training that the host will involve the participant in or inform the participant about. Such activities may involve office outings, BBQs, museum visits, industry conferences or networking events, or celebrations of American holidays. Can repeat from previous phases. Example: "The intern will be invited to attend a baseball game with the office and will take part in our annual Halloween extravaganza!" Some other examples of cultural activities could be visiting American landmarks, volunteering at local non-profits, attending local sports games, or participating in American holiday celebrations.
5. **What specific knowledge, skills, or techniques will be learned?** Describe the new skills to be learned and/or advanced. This could be specific computer applications, soft skills, and/or business techniques. This is what will be learned.
6. **How specifically will these knowledge, skills, or techniques be taught? Include specific tasks and activities (Interns) and/ or methodology of training and chronology/syllabus (Trainees).** This would describe how the above knowledge and skills will be learned and include specifics. Describe, in detail, the types of projects they will work on, their specific planned contributions to these projects; any special training sessions, etc.  
For trainees - be sure to provide methods of instruction and timing of training (training arranged in dates of events or order of occurrence)
7. **How will the Trainee/Intern's acquisition of new skills and competencies be measured?** Explain how the supervisor will determine whether their intern/trainee is succeeding in their program. This section should include additional information on how the participant will receive feedback on their progress and a chance to discuss meeting phase goals and learning objectives. It is good practice to include specifics such as whether the feedback will be written or verbal, how often the feedback will be given, and who will give the feedback.
8. **Additional phase remarks (Optional):** Completely optional. This is a handy area to record any variance in overall program terms such as stipend per week, maybe notes about transfers from one site of activity to another, etc.

## Document 2: Host company agreement:

This document should be completed on pages 1, 5 and 6 and signed on page 6.

**HOST ORGANIZATION INFORMATION:** Insert the company's/organization's full legal name

Host Organization:			Parent Company (if applicable)	
Address Intern/Trainee will be assigned:				
Website:		Email Address:		
Telephone:		Fax:		
Name of Workers' Compensation Insurance Provider			Workers' Compensation Insurance Policy #	
Does your Workers' Compensation policy cover Exchange Visitors? <input type="checkbox"/> Yes <input type="checkbox"/> No, exempt <input type="checkbox"/> No, but equivalent coverage				
Number of full-time Employees in US:		Number of full-time Employees at Training address		Tax ID Number (Employer Identification Number):
Annual Revenue (Companywide):	<input type="checkbox"/> \$0 to \$3 Million <input type="checkbox"/> \$3 Million to \$10 Million <input type="checkbox"/> \$10 Million to \$25 Million <input type="checkbox"/> \$25 Million or More			

Insert the address where the internship/traineeship will take place. If the participant will train/intern for more than 2 weeks at another/other location(s), you will be required to complete a separate host company agreement for each location the participant will intern/train at.

If your company is legally exempted from carrying a workers' compensation policy, please write "exempt" in both of these fields and complete, sign and email us back our [workers' compensation exemption letter](#).

Most state laws require host companies to provide worker's compensation coverage for their intern/trainee. In case your company is legally exempted from covering Interns/Trainees, we will need additional evidence confirming this exemption (such confirmation may include a screenshot of your applicable state worker's compensation regulations, a section of your policy showing that you are exempt, or correspondence from your insurer or broker confirming that you are exempt from covering interns/trainees).

The "Tax ID Number" is a 9 Digit number also known as "EIN (Employer Identification Number)"

Business Sector:	<input type="checkbox"/> For-Profit/Private Sector	<input type="checkbox"/> Government/Public Sector	<input type="checkbox"/> Non-Profit Sector
Is your company or any officers named in any pending litigation or any litigation within the past five years? If yes, please describe the issues referenced in the litigation.			

<b>Main J-1 Program Supervisor:</b>			
<i>(The main program supervisor will receive all J-1 regulatory communication from Intrax including program assessments. Program assessments can be completed by the main program supervisor or forwarded to the phase supervisors for completion. Completion of mid and final program assessments are required for participation in the J-1 program.)</i>			
Name:		Email Address:	
Title:		Telephone Number:	

Enter here the name and contact details of the main supervisor listed on page 1 of the Training Plan Draft

Name:		Title:	
Signature:		Date:	

The host company agreement can be signed by any authorized employee of the US Host Company.

### Document 3: Worker’s Compensation Certificate

- Please provide a copy of your current workers’ compensation certificate or its equivalent.
- If your company is legally exempt from carrying a workers’ compensation policy, please complete, sign, and e-mail us back our [workers’ compensation exemption letter](#) instead.
- Coverage for the intern/trainee: In accordance with federal and state laws, all states, other than Texas, require that employers provide workers’ compensation coverage to employees. In case your company is legally exempted from covering Interns/Trainees, we will need additional evidence confirming this exemption. Such confirmation may include a screenshot of your applicable state worker’s compensation regulations, a section of your policy showing that you are exempt, or correspondence from your insurer or broker confirming that you are exempt from covering interns/trainees.

If your company has not yet taken part in the Intrax J1 visa Program, has fewer than 25 employees, and has less than \$3 million in annual US revenue, we require additional your business license and a copy of your rental agreement if you are based in a co-working space. Additionally, you will be contacted later in the process to schedule a visit to your office location. No on-site visit is required for governmental institutions. If no site visit is required, Intrax will reach out to you to schedule a short validation call.

For further questions about the documents and required information, please get in touch with your Intrax Program coordinator

We are happy to assist you!