

PROFESSIONAL EXCHANGE PROGRAM

Host Company Application: Offer of Internship/Traineeship and Third-Party Agreement

This form, together with the completed form DS-7002, serves as a basis for completing the Certificate of Eligibility (form DS-2019) which the intern or trainee will need in order to apply for the J-1 Exchange Visitor Visa. The Exchange Visitor (“EV”) will keep these forms (DS-7002 and DS-2019) in their possession during their entire stay as documentation of the program.

Please complete this form typed and clearly fill in each of the requested fields. Please indicate “N/A” instead of leaving fields blank. Failure to include any information will delay processing.

Exchange Visitor Information

Last Name	First Name
Email	Country of Origin

Host Company Information

Host Company Name	Company Website		
Street Address (no P.O. Box)	City	State	Zip Code
Total # of Employees Companywide	# of Employees at Site of Activity		
# of Exchange Visitors at Site of Activity	Date Business Began		
Employer Identification Number (EIN)			
Workers Compensation Insurance Policy Provider AND Policy Number			

The company has previously participated in the SUSCC J-1 Visa Program:

Yes No

The company has a companywide annual revenue in USD of:

\$0-3 million \$3-10 million \$10-25 million \$25 million or more

**Workers Compensation
Exemption**

If your organization/company does NOT require a Workers Compensation Insurance Policy under the laws of the state, you must submit a document explaining the exemption.

I will attach an official document.

Initial

Company Representative

(responsible for
completing this
form)

Mr. Ms.

Full Name

Title

Telephone

Fax

Email

EV Direct Supervisor

Mr. Ms.

Full Name

Title

Telephone

Fax

Email

Program Details

Department of Internship/Traineeship

Stipend Amount per Month (USD)

Site of Activity

Nearest Airport

Will the Exchange Visitor be paid on payroll and receive a W-2 form? Yes No

Will a contract or agreement be signed between the intern or trainee and the Host Company? Yes No

If yes, attach a copy of the signed document

Financial Arrangements

Please check the box if the Host Company will provide any of the following:

<input type="checkbox"/> Housing	<input type="text"/> USD
<input type="checkbox"/> Transportation	<input type="text"/> USD
<input type="checkbox"/> Flight Expense	<input type="text"/> USD
<input type="checkbox"/> Other	<input type="text"/> USD

Please describe:

All interns, trainees, and dependents must have the minimum coverage for the entire length of stay in the United States as outlined in our insurance regulations document. This coverage will include the dates of training as stated on the DS-2019. Insurance will be provided by:

Exchange Visitor

Host Company

Personal Expenses

What means of transportation will be available for the intern or trainee's commute to the Host Company site of activity?

Subway Bus Walk Other

Do you advise the purchase/lease of an automobile?

Yes No

Please provide a rough estimate of monthly transportation expenses: USD

Will the Host Company provide any assistance in finding housing for the intern or trainee?

Yes No If yes, please describe:

Please state a rough estimate of the monthly cost of room and board in the area the Exchange Visitor will be placed. *These figures are used to give your Exchange Visitor an idea of the cost of living around the site of activity.*

Room USD

Board USD

Form DS-7002

The Training/Internship Placement Plan (Form DS-7002) is the most important part of the application and must be signed by the Exchange Visitor's Supervisor, Exchange Visitor, and SUSCC prior to the issuance of the DS-2019.

Form DS-7002 must follow these guidelines:

- Enter "First Name" and "Last Name" in the correct designated fields.
- All phases must include consecutive program dates.
- The DS-7002 must have high quality of content, detail, and personalized descriptions of the Exchange Visitor's workplace and cultural activities.

Format for Intern

- 2 months up to 6 months: 1 phase
- 7-12 months: at least 2 phases

Format for Trainee

- 2 months up to 6 months: 1 phase
- 7-12 months: at least 2 phases
- 13-18 months: at least 3 phases

Authorization

This is to certify that (a) to the best of my knowledge, the foreign national named herein intends to enter the United States for the purpose of practical training and does not intend to abandon his/her nonimmigrant status; (b) it is not the intent of the training entity to assist the trainee assignment; and (c) it is understood that the trainee and any accompanying dependents enter the United States under the legal sponsorship of the SUSCC, and that any substantial change in the intern/trainee's program, activities, plans or training location must be approved, in advance, by the SUSCC. Please retain a copy of this form for your records.

Company Representative's Name (Print)

Company Representative's Title

Company Representative's Signature

Date (mm/dd/yyyy)

PROFESSIONAL EXCHANGE PROGRAM SPAIN-U.S. CHAMBER OF COMMERCE THIRD PARTY AGREEMENT WITH HOST COMPANY

Host Company Agreement

Please read all of the following information and regulations, then sign and put your initials where indicated, certifying you have read and understood the contents of this agreement.

Section I: General Rules and Guidelines for the J-1 Visa

1. The Spain-U.S. Chamber of Commerce (SUSCC) is a nonprofit organization authorized by the United States Department of State (DoS) to sponsor Program Participants under the J-1 Exchange Visitor Program.
2. The SUSCC is authorized by the U.S. Department of State to issue the Certificate of Eligibility DS-2019. This document allows Participants to obtain a J-1 visa at a U.S. Consulate.
3. The SUSCC does not support “unskilled occupations” (22 C.F.R. § 62.22, Appendix E) such as home health care, child care, door-to-door sales, telemarketing, gardening, ship and aircraft crew, teacher or teaching assistant, and in fine or performing arts and any position with more than 20% clerical tasks.
4. The duration of a J-1 intern/trainee visa is limited to a maximum of 12/18 months. All positions must be full-time with a minimum 32 hours per week.
5. The DS-2019 is issued to reflect the dates of the Program. Participants are allowed to stay for 30 days after the Program end date, as long as this period is not used to continue the Program.
6. The SUSCC can withdraw sponsorship if any of the conditions of the Program are altered without the SUSCC's advanced permission. If sponsorship is withdrawn, the Participant must leave the United States immediately.
7. The SUSCC has no influence on the actions of the U.S. Consulates. The SUSCC is not responsible and can neither help nor interfere with Consulate-related issues including visa processing time, Consulate appointments, or visa rejections.
8. The SUSCC takes no responsibility if Participants must rebook flights. Participants are thereby advised not to book flights until the visa has been received.
9. All individuals currently in the United States in any visa category other than a B-1/B-2 or visa waiver must have been outside the U.S. for a minimum of 90 consecutive days before SUSCC sponsorship is possible.
10. The SUSCC is not responsible for time lost of the DS-2019 should a Participant arrive in the U.S. later than the Program start date as listed on the DS-2019.
11. No individual who is out-of-status or who has overstayed any duration of stay with any other visa type will be considered for SUSCC sponsorship.
12. The SUSCC reserves the right to deny sponsorship to any individual whom it does not deem appropriate or eligible for Program participation.

13. The SUSCC will not proceed with the issuance of the DS-2019 without signed and completed paperwork, including receipt of all SUSCC Program fees.

Initial Here

Section II: Responsibility of the Host Company

1. Host Company must proceed according to the information stated in the DS-7002 Training/Internship Placement Plan. Changes in the Program must be made only after advanced written notification has been submitted to the SUSCC and SUSCC approval has been received. Such changes include, but not limited to, change of location to another office or change in exchange Program activities.
2. All contracts, offer letters, agreements, and similar documents issued by the Host Company and binding to the Participant must be submitted with the Training/Internship Placement Plan to be approved by the SUSCC in advance of the issuance of the DS-2019.
3. The SUSCC must have on record a valid mailing and street address for the Host Company. Should this address change, the SUSCC must be informed and a new DS-2019 will be issued to the Participant.
4. Host Company must understand that the primary objectives of the Program are to enhance the Participant's skills in their academic/professional field through participation in a structured internship/training Program, as outlined in the DS-7002, and to improve the Participant's knowledge of American techniques, methodologies, and/or expertise within a certain professional area.
5. Host Company must certify that the Exchange Visitor Program is not designed to recruit and train aliens for employment in the U.S. and that the Participant will not displace a full-time or part-time U.S. citizen equally qualified for the position.
6. Host Company must agree to assist in the cultural immersion of the Participant's stay arranging for relevant American cultural activities throughout the Participant's stay in the United States.
7. Host Company must affirm that the information submitted to the SUSCC prior to the issuance of the DS-2019 reflects the intended content of the experience being extended to the Participant. The paperwork submitted must also be complete and accurate to the best

of the signer's knowledge at the time of submission. Should information change, the Host Company must make every attempt to inform the SUSCC.

8. Host Company will be required to allow the SUSCC the right to on-site visits of the Program location(s) where present or future Participants could be located, upon the request of the SUSCC.
9. The SUSCC reserves the right to withdraw sponsorship from any Participant whose Host Company does not comply with the SUSCC's Program regulations. Should any violation warrant the involvement of the Department of State (DoS), the SUSCC will not hesitate to inform the authorities of any problem or issue which might bring disrepute to the Exchange Visitor Program governed by the DoS.
10. The SUSCC must be convinced of the reputation and integrity of the Host Company. All Host Companies may be screened and vetted by the SUSCC to provide the Participant with the best possible experience. Host Company must make every effort to respond to a discontented Participant, without the Participant fearing retribution or retaliation.
11. Host Companies are not required to continue a Program which is not satisfactory to either supervisor or Participant. The SUSCC must be informed in writing about the premature conclusion of a Program. The Program will then be terminated, and Participant will be required to return to their home country.
12. Host Company must certify that sufficient equipment and training personnel will be dedicated to providing the specified experience to the Participant as per the DS-7002 Training/Internship Plan.
13. Host Company must agree to closely supervise Participant by means of regular meetings and progress reports.
14. Host Company must follow all IRS rules regarding salaries provided to a Participant. Participants are exempt from Federal Unemployment, Social Security, and Medicare. Participants must pay all Federal, State, and City income taxes.
15. Host Company must abide by all local and federal health, safety and employment laws, including having adequate Workers Compensation coverage, unless exempt by state law.
16. Please note that by rules of the U.S. Department of State, the recruitment of interns/trainees is not to be carried out by outside employment or staffing agencies. The same holds true for the payment of stipends/salaries to interns/trainees. It is the responsibility of the Host Company itself a) to identify itself as the official Host Company b) to recruit its own Interns/Trainees, and c) to place them on its own internal payroll.

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Section III: Responsibility of the SUSCC to the Host Company and Participant

1. The SUSCC must ensure to the DoS that adequate, qualified, and trained staff and sufficient support are available for the administration of an Exchange Visitor Program.
2. The SUSCC provides a dedicated contact number and email for Host Companies and Participants. Please check the contact information section below.
3. Once the DS-2019 has been issued, no refunds will be given on the Program fee. Once the application is submitted, but the DS-2019 has not been issued, the Program fee will be refunded minus a \$200 administrative fee.
4. The SUSCC will assure that Participants are covered by adequate health and accident insurance within the DoS guidelines. All appropriate measures have been taken to ensure that Participants without preexisting conditions and who do not engage in extreme or dangerous sports are covered. Policy descriptions are detailed on the SUSCC website.
5. Participants must be covered by insurance through the entire stay of the Program as stated on their DS-2019.
6. The SUSCC cannot assist Participants with insurance claims issues and does not have access to Participants medical records. Every attempt should be made to contact the insurance company directly before contacting the SUSCC. The SUSCC cannot be held liable for any unresolved claims or coverage issues.
7. The SUSCC will ensure that the Participant is provided with sufficient pre-arrival information and orientation regarding the culture and living conditions in the U.S. SUSCC will monitor each Participant's Program and will assist in the successful completion of the Program.

Contact Information:

Linda Harel
lharel@spainuscc.org
 646.868.0204
 80 Broad St, Suite 2103
 New York, NY 10004



I certify that the information I have included as part of this application is truthful in its entirety. I have read and understood all the information listed above. I agree that the Host Company I represent will abide by all Department of State regulations and rules set forth by the SUSCC, I understand my failure to comply will result in termination of our participation in the Exchange Visitor Program. Further I understand my responsibilities as a J-1 Participant Host Company and the responsibilities of the SUSCC. Should there be problems or concerns regarding the Program or the Participant, I will contact the SUSCC for guidance.

Signature

Date of Completion

Authorization by (printed name)

Company Name



GUIDANCE FOR A SITE VISIT J-1 VISA EXCHANGE VISITOR PROGRAM

Background Information

The Spain-U.S. Chamber of Commerce (SUSCC) is a non-profit organization authorized by the Department of State to sponsor Program Participants in the Intern or Trainee Categories under the J-1 Visa Exchange Visitor Program. The SUSCC is focused on the personal and professional development of young people. Since 1999, the Chamber has provided young professionals with the opportunity to supplement their professional and educational knowledge with a specific internship or traineeship in the United States.

Host organizations new to the program may require a site visit from a SUSCC designated representative, in order to ensure a positive, productive professional environment. This is a U.S. Department of State requirement.

Site Visits are conducted if host companies have not previously participated in the SUSCC Exchange Visa Program and do not meet at least one of these criteria:

- More than 25 full-time employees
- More than \$3 million in annual revenue

Step by Step: Host Company Site Visit

Enclosed you will find the site visit form. Please read it before your visit so you know what to look for during your visit.

- The SUSCC will coordinate the appointment with the Host Company at a time/date that is convenient for you, the SUSCC and the company.
- The SUSCC will provide the Host Company with your name and last name
- Once you get to the location, you will connect via videoconference with the ARO of the SUSCC so she can be with you while you do the visit.
- You will visit and see the location, take a few pictures of the site of activity and the intern or trainee's work space. Please be sure to take a photo of the company's logo/name located at the suite or building entrance.
- You will then fill out the form. You can also fill out the report while you are doing the visit. This form will allow the SUSCC to complete the screening process. The questions are simple and straightforward.



- Complete the attached form, grading each section on a scale from 1 to 10 (1 being the lowest score, 10 the highest). The idea is to confirm the location is a suitably professional work environment and the comments/grades on the form should be in reference to this.
- Email the completed form to the SUSCC

If a site visit shows that a Host Company is not a suitable location for the training of a young professional the application will be denied sponsorship.

Spain-U.S. Chamber of Commerce
Professional Exchange Program Department
Alternate Responsible Officer
Linda Harel
E lharel@spainuscc.org
T 646 868 0204

Host Company Site Visit Form

General Site Information

Organization/Company Name

Street Address

City, State ZIP

Company Representative

Email

Phone

Trainee/Intern Supervisor

Email

Phone

Evaluation (Please, mark from 1 to 10 (1-> Strongly Disagree; 10-> Strongly Agree)

Location		Comments
Site Location		
Transportation		
Building		
Office Appearance		

Inside Office		Comments
Office Area		
Reception		
Meeting Room		
Rest Rooms		
Kitchen		

Trainee/Intern Workspace		Comments
Individual Work station		
Office Equipment		
Supervisor direct contact		

Work Environment		Comments
Decoration		
Light		
Formal Dress Code		
Friendly Attitude		

GENERAL COMMENTS

GENERAL EVALUATION

SUSCC Responsible

Date

Signature