

Host Company Offer of Training Form

(to be completed by the Host Company)

This Offer of Training form serves as a basis for issuing the Certificate of Eligibility, which the Intern/Trainee will need in order to apply for the J-1 Exchange Visitor Visa. The Intern/Trainee will receive a copy of this form.

For: _____
(Full Name of Intern/Trainee)

SECTION I: HOST ORGANIZATION INFORMATION

1. Organization Name _____ Department _____
2. Address: Street _____ Suite _____
City _____ State _____ Zip Code _____
3. Organization Business Activity _____
4. Training Location (if different from above) _____

5. Date of Incorporation _____ Gross Annual Revenue _____ No. of Employees _____
Federal Tax ID/EIN # _____ Workman's Compensation Policy # _____
6. Name & Title of Intern/Trainee's supervisor _____
Tel. _____ Fax _____ E-mail _____
Company website: _____
7. Amount of remuneration to be provided to the J1 trainee/intern _____
Is indicated remuneration ____ annual ____ monthly ____ weekly? (check one)
Will intern/trainee be paid ____ monthly ____ bi-weekly ____ weekly? (check one)

SECTION II: Training Plan

8. **DS-7002 Form :** Please complete the attached DS-7002 form. A separate copy of page 2 must be completed for each phase if applicable (i.e.; if the Intern/Trainee/intern is rotating through various departments).

Note that this form must address each of the following elements:

- a. Overall objective of the program
- b. Why on-site training at your organization in the U.S. is beneficial to the Intern/Trainee
- c. What specific skills and knowledge the Intern/Trainee will acquire during the period of training, how will he/she be taught and how do these skills pertain to the Intern/Trainee's ultimate career goals
- d. Areas in which the Intern/Trainee will receive instruction in conjunction with the specific tasks and responsibilities to be assigned to the Intern/Trainee in each department or corporate division
- e. How the Intern/Trainee will be oriented to both the workplace and the local community in which he/she will be living

9. How will the Intern/Trainee be evaluated in order to receive feedback on his/her performance?

10. Field of training (choose only one) – *please note that the field of training must be one in which the Intern/Trainee does not already possess complete competency. The IACC will review the potential Intern/Trainee's credentials in order to assure that training in the field identified is appropriate, and not duplicative of prior training and experience already completed by the Intern/Trainee. In addition, training can only be approved for a field for which the IACC has already been designated by the U.S. Department of State.*

Management, Business, Commerce and Finance

list specific field _____

Public Administration and Law

list specific field _____

Host Organization Declaration

In order for the IACC to extend sponsorship to an Intern/Trainee to join your organization, you must agree to accept the responsibilities and obligations outlined below. Your signature signifies that you understand and agree to the conditions as stated and **will be considered binding by the Italy-America Chamber of Commerce.**

- The Host Organization acknowledges the general purpose and goals of IACC's Exchange Visitor Intern/Trainee program: This program brings to the United States qualified foreign Intern/Trainees for a period not to exceed 12/18 months to provide appropriate training in American business practices and methods and to promote the general interest of international exchange, after which the Intern/Trainee is expected to return home.
- As Host Organization, I understand that compliance with any applicable federal, state, and local labor regulations is my responsibility.
- As Host Organization, I understand that compliance with all federal, state, and local emergency protocol is my responsibility. Including, but not limited to, natural disasters, civil unrest, and widespread pandemic.
- The Host Organization understands that it must report any and all concerning behavior exhibited by the Intern/Trainee, housing concerns presented by the Intern/Trainee, and serious medical issues experienced by the Intern/Trainee to the IACC.
- The Host Organization acknowledges that any violations, actual or supposed, of the regulations set forth in this document should be self-reported to the IACC immediately.
- The Host Organization certifies that sufficient resources, plant, equipment, and trained personnel will be dedicated to providing the specified training; the training program is not designed to recruit or train aliens for employment in the United States; and the Intern/Trainee will not displace a full-time or part-time employee of the business; or serve to fill a labor need and ensure that the positions that participants fill exist primarily to assist participants in achieving the objectives of their participation in training/ internship programs.
- The Host Organization will provide continuous on-site supervision and mentoring of participants by experienced and knowledgeable staff, and will ensure that participants obtain skills, knowledge, and competencies through structured and guided activities such as classroom training, seminars, rotation through several departments, on-the-job training, attendance at conferences, and similar learning activities, as appropriate in specific circumstances.
- If the Host Organization has indicated that the J1 Intern/Trainee is to be compensated, it is acknowledged that such compensation shall be disbursed on a regular basis such that the J1 Trainee/Intern shall be able to rely on such compensation throughout the duration of the training program.

- The Host Organization affirms that the *Program of Training* contained in form DS-7002 accurately reflects the nature of the training to be extended to the Intern/Trainee and will be implemented as written for the entire program duration.
- As Host Organization, I understand that phase rotation is a mandatory component of the DS-7002.
- The Host Organization certifies that clerical duties comprise no more than 20% of the Intern/Trainee's day-to-day activities as set forth in the DS-7002.
- The Host Organization affirms that all new supervisors, primary and phase, will participate in a mandatory training session via video conference prior to interacting with the Exchange Visitor.
- The Host Organization certifies that it has read and understands the obligations set forth by **22 CFR § 62.22 (h) *Host Organization Obligations***.

(1) Host organizations sign a completed Form DS-7002 to verify that all placements are appropriate and consistent with the objectives of the trainees or interns as outlined in their program applications and as set forth in their T/PPs. All parties involved in internship programs should recognize that interns are seeking entry-level training and experience. Accordingly, all placements must be tailored to the skills and experience level of the individual intern;

(2) Host organizations notify sponsors promptly of any concerns about, changes in, or deviations from T/PPs during training and internship programs and contact sponsors immediately in the event of any emergency involving trainees or interns;

(3) Host organizations abide by all federal, state, and local occupational health and safety laws; and

(4) Host organizations abide by all program rules and regulations set forth by the sponsors, including the completion of all mandatory program evaluations.

Signature of officer of the consenting

Printed name and title of officer consenting

Telephone number of officer consenting

Facsimile number of officer consenting

Date of the consenting signature

- The Host Organization agrees to cooperate in fulfilling program evaluation procedures, including midpoint and final evaluations required by IACC within 1-month of their request date. Furthermore, understands that failure to do so will jeopardize the J-1 Intern/Trainee's status within the U.S., and could result in the early termination of the training program. Repeated failure to complete requested evaluations will require the respective supervisor(s) to participate in mandatory online training.

Signature of officer of the consenting

Date of the consenting signature

(TO BE PRINTED ON HOST COMPANY LETTERHEAD & SIGNED IN ORIGINAL)

(date)

Intern/Trainee NAME
Intern/Trainee ADDRESS
Intern/Trainee ADDRESS
COUNTRY

Dear **(insert name of trainee)**,

We are pleased to offer you a training program with **(Name of Company)**. This letter confirms our company's agreement to accept you, **(name of Intern/Trainee)**, from **(country of citizenship)**, as an Intern/Trainee **(indicate one)** under the Sponsorship of the Italy-America Chamber of Commerce **(P-3-11597 intern / P-3-06134 trainee)**.

We expect that you shall begin your training on **(insert start date)** and complete your training on **(insert program end date)** for a total of **(number of)** months. The experience you will obtain during your program will be in the field of **(insert appropriate field)**. You will be under my own supervision, **(name)**, **(title)**, and you will be provided a stipend of \$XX,XXX.00 gross per year.

Our intention in offering you this training opportunity is that you will return to **(country of citizenship)** upon completion of your program. We are excited to offer this opportunity to join the **(Name of Company)** as a(n) **Intern/Trainee** and look forward to your arrival to the United States.

Sincerely,
(signature)

(Supervisor Name)
(Supervisor Title)