

CAREER TRAINING USA

# Employer Handbook

 InterExchange



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Office Hours:

Monday–Friday 9:30 a.m.–5:30 p.m. EST

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## How to Contact Career Training USA

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Career Training USA has skilled Account Managers ready to answer your questions.

### **General Questions**

For general questions between 9:30 a.m. and 5:30 p.m., please call our main line at 212-924-0446 or toll free number 888-621-1202. When prompted, please choose the 'Employer' option.

### **Hiring Assistance**

If you need help with hiring now or in the future, please call 212-924-0446 or 888-621-1202 and choose the 'Placements' option, which will take you to our dedicated Placement Coordinators.

### **Emergency Situations**

If an emergency situation (such as when an Intern/Trainee is in the hospital) arises out of office hours, please call 917-373-0994. This number is to be used solely for emergencies and should not be used for general questions and employment-related problems.

### **Employer Resource Center**

Our InterExchange Career Training USA Employer Resource Center has all the information and forms that you will need when hiring international staff.

[www.interexchange.org/resources/employers.html](http://www.interexchange.org/resources/employers.html)

## About InterExchange

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InterExchange is a non-profit organization with over 40 years of experience dedicated to promoting cultural awareness through a wide range of affordable and exciting work & travel, professional training, internship, au pair, language and volunteer programs within the U.S. and abroad. InterExchange is designated by the U.S. Government to sponsor a variety of J-1 Visa Exchange Visitor programs and offers an H-2B Visa program.

**Au Pair USA** is a 12 month program that gives young people, ages 18-26, the opportunity to experience the U.S. by living with an American Host Family and providing childcare. In return for their services au pairs receive room, board, a weekly stipend, accident and sickness insurance, airfare and up to \$500 to use toward college level educational courses. This program can be extended for an additional 6, 9 or 12 months after successfully completing the original 12 month program. A summer only program is also available.

**Camp USA** places international participants, ages 18-28, in U.S. Summer Camps in counselor or support staff positions. Camp USA also sponsors visas for returning staff or for participants who have found their own camp jobs. The Camp Counselor J-1 Visa is a 4 month visa that runs from May until September.

**Career Training USA** assists international students and young professionals, ages 18-38, to secure internships and practical training programs in the U.S. Candidates may apply for the J-1 Visa Sponsorship option if they have already secured a position in the U.S., or they may apply to be placed with an employer through the Internship Placement Program. International students and recent graduates may work as Interns and pursue an internship for up to 12 months in a field related to their academic field of study. International working professionals may apply as Trainees and pursue training programs for up to 18 months in a field related to their occupational background. To be eligible, participants' education and work experience must have been earned outside of the U.S.

**H-2B Visa USA** allows young adults, ages 18-40, from around the world to live and work in the U.S. on an H-2B Visa. When there are no U.S. workers available, employers can effectively fill positions with

international staff for their entire season, typically from 5-8 months.

**Working Abroad** enables U.S. citizens, ages 18-30, to experience diverse work experiences overseas. Opportunities include au pair and English language instruction. We offer programs in Australia, Costa Rica, Peru, India, and various European countries.

**Work & Travel USA** offers international university students ages 18-28 the opportunity to live and work in the U.S. for up to 4 months during their summer vacation. Students work in hotels, inns, amusement parks, national parks, retail stores, ski resorts. They receive a wage, assistance with housing, accident and sickness insurance, program support and an optional month for travel to explore the United States. Work & Travel USA also offers a 12 month program for citizens of Australia and New Zealand.

**The InterExchange Foundation** provides grants to young Americans who wish to help further cultural awareness through meaningful work abroad experiences. The Working Abroad Grant supports participants of select InterExchange Working Abroad programs and the Christianson Grant supports individuals who have sought out and arranged their own work abroad programs.

**International Cooperators** InterExchange works with International Cooperators ("ICs") in more than 70 countries worldwide to recruit, screen, prepare and place participants for all our six programs. ICs are trained by InterExchange staff on required procedures and often operate multiple programs. The IC plays an important role in marketing our programs, pre-screening and selecting applicants, assessing English communication skills and conducting orientation and interviews in their home country

**Universities** InterExchange works with universities around the world to promote our programs to students who are majoring in a variety of subjects and industries. By working with university career centers, international offices and specific departments within the university, InterExchange recruits the best and brightest students in their fields and offers students an opportunity to gain practical work experience abroad.

# Top 10 Reasons to Hire International Interns

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## **1. Work Experience**

International interns are generally older than U.S. students, and many have practical work experience, as well as a more diverse education.

## **2. Language Skills**

In addition to English, international interns are often multilingual and can more effectively communicate with overseas partners or customers.

## **3. Year-Round Availability**

International interns can start at any time during the year and are not restricted to summer months.

## **4. Longer Stays**

International interns can work for 1 to 18 months -- perfect for project-based internships. Extensions are also available.

## **5. Automatic Recruitment**

Customized recruitment structured for your company throughout the year, easing intern turnover periods and preventing unnecessary project interruptions.

## **6. Lower Employee Costs**

International interns are not subject to certain payroll withholdings, such as Medicare, Unemployment, and Social Security.

## **7. No Recruitment Costs**

Employers pay no program, placement/recruitment, or visa fees.

## **8. Diversity**

International interns bring diversity and cultural exchange benefits to the workplace along with an understanding of the global market.

## **9. Training Fields**

International interns are qualified to train in a variety of fields, including engineering, law, sales, marketing, business administration, logistics, and many others.

## **10. International Team-Building**

InterExchange can sponsor current team members from overseas offices while they receive additional professional training in the U.S.

## How Can InterExchange Help Your Business?

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As a U.S. State Department designated J-1 visa sponsor, InterExchange Career Training USA serves as a central contact point between employers who want to hire international staff and university students around the world who are looking for an opportunity to get professional training experience in the United States. When you choose to work with us you can expect:

**J-1 Visa Sponsorship and Processing:** InterExchange processes all J-1 Visa Sponsorship paperwork and prepares job offers and contracts between the student and the employer.

**Dedicated Account Managers:** Your personal Account Manager will take the time to learn your specific staffing needs and will submit applications for you to review. Your Account Manager is also available throughout the year to answer questions or assist with any problems that may arise.

**Comprehensive Screening Process:** Applicants are interviewed and tested for English skills

**Year Round Flexibility:** International interns and trainees can start at anytime of year and can work for up to 12 or 18 months.

**Cost-Free for U.S. Employers:** There is no cost to employers. Applicants pay their own expenses, including program and travel fees.

**Automatic Recruitment:** Customized recruitment structured for your company throughout the year, easing intern turnover periods and preventing unnecessary project interruptions.

**Extensions:** Employers can extend an intern or trainee up to the maximum amount of time if the participant is available. A new training plan will be needed for the extended time period.

**An International Workplace:** International staff on J-1 Visas arrive from all over the world, adding an international flair to U.S. businesses.

**Global Leadership Development:** Many companies use the Career Training USA program to develop global leaders at their international operations. It is a great way to train international talent on the U.S. way of doing business through first hand experience.

**Employer Payroll Tax Savings:** J-1 Visa staff are exempt from Social Security, Medicare and Federal Unemployment Taxes (FICA & FUTA).

**Health Insurance Savings:** J-1 Visa staff are responsible for having their own Accident and Sickness Insurance in place prior to their arrival in the U.S.

# Career Training USA: Program Overview

The J-1 Intern/Trainee program allows students and young professionals between the ages of 18 and 38 the opportunity to train or intern in the United States.

## Host Employer Eligibility

Host employers must be eligible to participate in this program. InterExchange must ensure host employers are legitimate organizations that are willing to abide by the rules and regulations governing this program. In addition, organizations with fewer than 25 employees or less than \$3 million dollars in annual revenue are subject to a site visit, conducted by an InterExchange representative. There is a \$250 fee, but once the visit is conducted, it is not necessary for the organization to be visited again should you wish to host Interns or Trainees in the future.

Employers should be aware that they must also supply a Federal Employer Identification Number, a Dun & Bradstreet Number ([www.dnb.com](http://www.dnb.com)), and verification of a valid Workers' Compensation Policy (this can be demonstrated by submitting a copy of the actual certificate or the insurance policy binder letter). Employers who are unable or unwilling to supply this information will not be permitted to host Interns or Trainees.

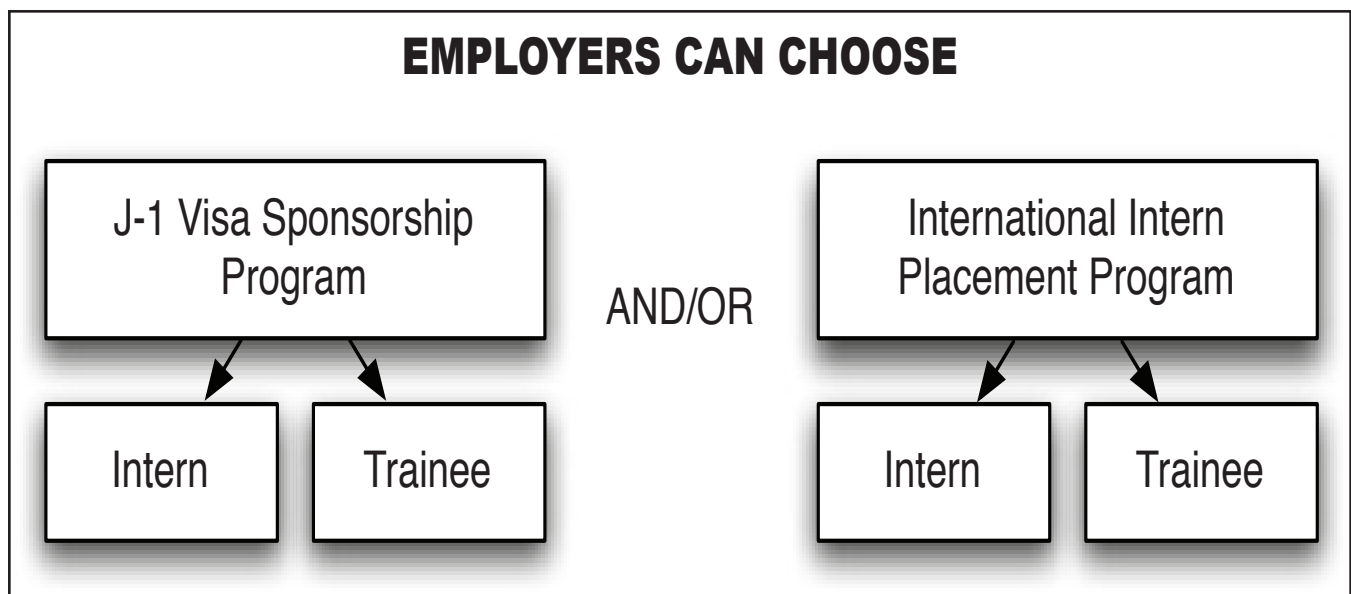
*In response to increasing globalization of many industries and the development of new markets around the world, Career Training USA has developed two unique programs for both Intern and Trainee applicants.*

## 1. J-1 VISA SPONSORSHIP PROGRAM

Career Training USA provides J-1 Visa sponsorship for applicants who have arranged their own internship/training programs. InterExchange is designated by the U.S. State Department to sponsor J-1 Visas in a variety of fields. See the Appendix for a full list.

## 2. INTERNATIONAL INTERNSHIP PLACEMENT PROGRAM

If an employer is seeking qualified applicants from abroad, we can provide assistance in finding Interns/Trainees. Career Training USA identifies potential applicants and coordinates interviews between applicants and employers. Upon a successful match, InterExchange sponsors the J-1 Visa for the duration of the program and provides assistance in preparing all necessary documentation.



# Career Training USA: Applicant Options

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Career Training USA offers two applicant options:

## **INTERNATIONAL STUDENT INTERNSHIP PROGRAM (INTERN)**

### **Eligibility:**

- Currently enrolled in a degree- or certificate-granting post-secondary academic institution outside the U.S.,

*OR*

- Have graduated from such an institution within 12 months of the program start date

### **Program Duration:**

- 1-12 months

### **Program Focus:**

- Must be related to academic field

### **Repeat Participation:**

- Yes, if still a student or have graduated within 12 months of new program start date. If still a student, the Intern will have to return home and complete one semester of coursework before being eligible for another J-1 Intern Visa.

## **INTERNATIONAL PRACTICAL TRAINING PROGRAM (TRAINEE)**

### **Eligibility:**

- A degree or professional certificate from an overseas post-secondary academic institution and at least one year of related professional experience acquired outside the U. S.,

*OR*

- Five years of related professional experience acquired outside the U. S.

### **Program Duration:**

- 1-18 months. Hospitality & Tourism training programs cannot exceed 12 months. Business Management programs (e.g., Sales/Marketing, Finance) at a hotel or restaurant are allowed up to 18 months with prior business management experience.)

### **Program Focus:**

- Must be related to occupational field

### **Repeat Participation:**

- Yes, but must wait at least 2 years after the end of a previous J-1 Intern or Trainee program.

## **Additional Program Requirements**

- Applicants must be between 18 and 38.
- Applicants' programs must relate to their studies and/or professional experience.
- If program eligibility is based on years of experience, the letters of reference must be from former employers who can confirm the length of an applicant's employment. More than 2 letters of reference or additional verification of employment may be required to determine eligibility. U.S. work experience cannot be considered for program eligibility, per federal regulations.
- Applicants must be interviewed by InterExchange or an approved International Cooperator.
- Applicants must have verifiable English language communication skills and possess comprehension of English terminology in their field.
- Applicants must be covered by sufficient Accident & Sickness insurance for the length of their stay in the United States, in accordance with U.S. Department of State regulations. Insurance is available through InterExchange.
- Applicants must have sufficient funds to support themselves during their entire stay in the U.S. (including housing and living costs).
- Applicants' programs must be in a field that InterExchange is designated to sponsor. See the Appendix for a full list.
- Applicants' programs must be full-time and may not include more than 20% of clerical work.

# The J-1 Visa Sponsorship Program

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## Step 1: Recruitment & Screening of Applicants

- The host company and Intern/Trainee review the requirements of the program to ensure eligibility.
- Confirm that InterExchange is designated by the U.S. State Department to sponsor the intended field of training. For a complete list of sponsored fields, please see the Appendix or contact us if you have any questions.

## Step 2: Completing & Submitting the Application

- Applicants submit their complete Program Application to our International Cooperator or the InterExchange head office.
- Employers fill out the U.S. Department of State DS-7002 form and Host Employer Agreement Form.

*For the quickest possible review time, ensure that the materials meet the criteria set forth in the program description and regulations.*

The review period for complete J-1 Visa Sponsorship applications is 2-4 weeks. Please note that we do not expedite the review process: applications are reviewed in the order they are received. Applicants should schedule enough time for the application review and U.S. Embassy visit to ensure they will be able to begin by their proposed start date.

## Step 3: Preliminary Review

Career Training USA sends a confirmation email to the International Cooperator or the applicant (should they be applying independently), informing them that the application was received and if any materials are missing. *Incomplete applications will not be reviewed until all required documents are received.*

## Step 4: Official Review

Career Training USA conducts the official review on all complete applications to ensure the applicant satisfies all program rules and regulations. International Cooperators or applicants are contacted if we require additional supporting documents or if any materials require revision. The employer can submit any revised/missing documentation directly to Career Training USA.

## Step 5: Approval

- Once an applicant passes the official review and all the employer information is complete and correct, the applicant will be approved.
- Career Training USA sends a confirmation email to the International Cooperator or the applicant with his or her SEVIS ID # and instructions for paying the fee for SEVIS. We also express-mail an acceptance packet to the International Cooperator, or applicant with additional information and paperwork, including the DS-2019 form, which applicants will need in order to apply for a J-1 Visa.

## Step 6: Applying for the J-1 Visa

After applicants pay the SEVIS fee, they must schedule an interview at the U.S. Embassy/Consulate. Many International Cooperators schedule these appointments for their applicants or send several applicants to the Embassy/Consulate together. However, if an applicant is applying independently, they are responsible for contacting the Embassy to schedule an appointment.

Program approval does not guarantee a visa will be issued. Consular officials may request any information they deem necessary to make a decision, and the final decision regarding whether to issue a visa is theirs. Applicants who are granted the J-1 Visa must send a copy to InterExchange for our records. They will also now be able to make final arrangements to travel to the U.S.

If an applicant is denied a visa, there may be circumstances in which the applicant can apply again. InterExchange will advise the applicant on the best decision.

# The International Internship Placement Program

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## Program Benefits:

- Access to our global network of universities and International Cooperators in more than 70 countries
- Cost-free recruitment targeted according to your business needs and guided by your own personal Recruitment Advisor
- Pre-screened candidates with proven credentials, chosen according to your criteria and interviewed in advance by your Recruitment Advisor
- Assistance with creating a DS-7002 Training/ Internship Placement Plan that meets the U.S. State Department J-1 Visa regulations
- 24-hour support through the entire program
- Referral incentive: Refer us to other U.S. employers who need international interns/trainees and receive \$100

## Step 1: Host Employer Approval:

- Your Recruitment Advisor will explain the responsibilities of a host employer and ensure that you are eligible. Your Recruitment Advisor will also help you get started on a rough draft of the training plan/ DS-7002.

## Step 2: Complete an Employer Recruitment Form

- It is important that we know your specific requirements and preferences so we can target recruitment and ensure that the candidates you hire will be an asset to your business and never fall short of your expectations.

## Step 3: Job Description Posted

- A customized job description will be created and posted on the InterExchange website. We will begin notifying all relevant International Cooperators and universities within our global network in order to identify a diverse pool of strongly qualified candidates.

## Step 4: Pre-Screening Methods

- InterExchange Recruitment Advisors conduct pre-screening interviews for each candidate that meets your criteria and test their English communication skills.

## Step 5: J-1 Visa Application

- Once pre-screened, approved candidates must submit a complete J-1 Visa application. We perform an expedited review of the application.

## Step 6: Employer Application Review

- We will forward you the exceptional candidates who have passed our pre-screening interview and who have been approved for J-1 Visa sponsorship. You will then have the opportunity to review their credentials and select the candidates you would like to interview.

## Step 7: Employer Interview

- Your Recruitment Advisor will help you to arrange an interview with your selected candidates. You can conduct telephone and/or web cam interviews and decide whether to accept or reject a candidate.

## Step 8: Finalize the DS-7002 Form

- Once you have hired a candidate, you will need to submit the final version of the DS-7002. The final version should incorporate any new information you may have discussed with the candidate during the interview and should provide details about his or her role and responsibilities.

## Step 9: Final Approval and Embassy Visit

- Once the DS-7002 is submitted to your Recruitment Advisor, your candidate receives final approval and is able to apply for the J-1 Visa at the U.S. Embassy.

## Important Information

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### **DS-7002: The Training/Internship Placement Plan**

The Training/Internship Placement (TIPP) or DS-7002 is a government document that the employer completes. The intent of the document is to show both InterExchange and the U.S. Consular Official why the training program is necessary. The DS-7002 is the principle support document used by a candidate for the J-1 Intern/Trainee Visa. Therefore, the document should be as detailed as possible. The federal government requires that the TIPP be broken up into phases. One page should be written for each 3-4 months of training describing exactly what type of training the Intern/Trainee will be performing during that timeframe.

The goal of the document is to demonstrate to both InterExchange and the Consular Official:

- The overall objective of the training program
- The skills to be imparted
- Justification for the training (i.e. why a training program would be more advantageous than academic learning)
- The methodology that will be used to teach the Intern/Trainee in a chronological format
- Methods of evaluation and supervision

The intent of the overall document is to justify why a training program is necessary (in contrast to academic learning). Therefore, the employer should focus on how a real world environment would prove beneficial to the Intern/Trainee by enhancing learning in their particular field of training.

### **IMPORTANT:**

The TIPP must be typed and completed within the space provided, as it is a government document. The training plan cannot be attached. Please make sure that both you and the Intern/Trainee sign and date the first page of the document before submitting the application. The employer signs the box marked 'Supervisor Signature'. A Career Training USA Responsible Officer signs the box marked 'Sponsor Signature' if and when the application for sponsorship is approved.

### **Copies of Application Materials**

Once an application is submitted to InterExchange, it becomes property of our organization. We must retain files for all applicants, and the file must include the original documents. If you or your applicants wish to have copies of their application materials, please make copies before sending them to InterExchange. Employers should request any information they need regarding an applicant prior to extending an offer. If employers wish to have copies of any documents (transcripts, diplomas, etc.), the applicant must submit a letter authorizing the request. This letter must be notarized and must indicate exactly which material(s) to release.

### **Acceptable Jobs Offer**

The J-1 Intern/Trainee Visa is for skilled labor only. Therefore, all positions must be professional in nature. For Hospitality/Tourism positions we understand, in some cases, that Interns/Trainees must learn positions such as waiting tables, to understand how to manage the restaurant. However, this type of labor cannot exceed 20% of their program. For Hospitality/Tourism participants, the goal of the program is a supervisory level position by the end of their training period. For Business-related internships and training programs, the maximum level of clerical work is also capped at 20%.

### **Unacceptable Jobs**

- Childcare
- Medical/Patient Care
- Domestic Work (housekeeper, gardener etc.)
- Camp Counselors
- Flight Attendants
- Waiter/Server
- Cashier
- Laborer
- Construction
- Housekeeper/Bellhop/Doorman/Valet
- Any job offer that jeopardizes the applicant's well-being and/or safety

### **Minimum Hours**

The minimum number of hours an Intern/Trainee can work per week is 32 hours, per U.S. Department of State regulations.

## Important Information

### Compensation for Interns/Trainees

Salary must be directly negotiated between the employer and Intern/Trainee just as in any employer/employee relationship. Raises and salary negotiations are between the employer and the Intern/Trainee. However, when the applicant is applying for sponsorship, Career Training USA is required to ensure that he/she has sufficient funds to support him/herself for the duration of their program. Therefore, if an Intern/Trainee is going to be unpaid for his/her program or receive only a small stipend, we require either a bank statement proving sufficient funds or a letter of financial support from his/her parents in the application.

### Second Jobs

Interns/Trainees are not permitted to have second jobs under any conditions. It is expressly forbidden under federal regulations for the J-1 Intern/Trainee Visa.

There are no program, visa, or placement fees for employers to host an international Intern/Trainee.

- **Site Visit Fee:** Should a site visit be required, (an employer with less than \$3M in annual revenues or fewer than 25 employees) a one time fee of \$250 is required to cover the cost of the site visit. This fee is waived if an employer has already successfully hosted an Intern/Trainee sponsored by InterExchange at their company. 'Successfully hosted' as defined by the U.S. State Department means from the beginning to the end of the Intern/Trainee's program.

Applicants pay all program and insurance fees directly to InterExchange or the International Cooperator in their home country. Employers are welcome to cover either part or all of the program and/or insurance fees; however, many participants often pay their own way.

### Tips for all Employers:

- ✓ Verify English communication skills via a telephone interview
- ✓ Before issuing a job offer, make certain that the position is definite
- ✓ Career Training USA will call you to confirm the job offer, per U.S. State Department regulations
- ✓ Keep in touch with the Intern/Trainee before arrival to make certain that everything is in order and that arrival dates and times are confirmed
- ✓ Give detailed travel directions to the job
- ✓ A job offer is not a guarantee that an applicant will obtain a visa. Once InterExchange confirms the job offer with employers, employers should keep in touch with the applicant on the status of their visa and make all necessary arrangements with them to prepare for their arrival.
- ✓ Make sure that you know enough about your Intern/Trainee before they arrive in the U.S. Applicants arrange their own flight information and you should stay in touch with them about this and the J-1 Visa process.

## During the Program

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### Evaluations

- Final evaluations are required from both Interns/Trainees and employers.
- Interns/Trainees whose programs are 6 months or longer and their employers must also complete interim or midpoint evaluations.
- For Interns/Trainees that extend their programs there are additional extension evaluations that must be submitted. This includes interim extension evaluations at the midpoint of the extension for any extension of 6 months or longer and final extension evaluations for all Interns/Trainees and their employers.

All evaluations can be completed and submitted online. A reminder email is sent to all Interns/Trainees at the time the forms are required.

### Extensions

Interns/Trainees can extend their program length up to 12 months for the J-1 Intern Visa and up to 18 months for the J-1 Trainee Visa (12 months maximum for Hospitality/Tourism Trainees). For example, if an Intern comes for 6 months, but would like to extend, he/she can extend their program for 6 additional months to the maximum program length of 12 months.

**Step 1:** Interns/Trainees contact Career Training USA to request the Extension Application.

**Step 2:** Interns/Trainees and their employer complete the Learning Objectives and the Training/Internship Placement Plan, which demonstrate how the extension period will build upon previous skills developed during the original training period.

**Step 3:** All applications for extensions must be received 30-60 days prior to the original program end date. Once received, the general review time for Extension Applications is one week assuming all documentation required is submitted with the application.

**Step 4:** If approved, Career Training USA will provide the Intern/Trainee with a new DS-2019 form, which will include revised dates for the extension period. The new DS-2019 will allow the Intern/Trainee to stay and train in the U.S. for the duration

of the extension period.

**Important:** A program extension does not extend the J-1 Visa. If the Intern/Trainee leaves the country during the extension period, they are required to get a new visa in their passport before returning to the U.S. The visa interview process remains the same as their original interview process, however they do not have to pay the SEVIS fee again. If approved by the Embassy, a new visa will be affixed in their passport with the new program dates. This new visa will allow them to re-enter the U.S.

### Change of Host Company

Interns/Trainees are permitted to change host companies only with the approval of Career Training USA. Should the situation arise where the Intern/Trainee is fired/quits, you should notify Career Training USA immediately. Interns/Trainees, under the terms of the visa, are permitted to stay in the U.S. for a maximum of 30 days after their last day of employment.

**Step 1:** Interns/Trainees must first inform us by phone or email why a change of host companies is necessary. If we agree with the reasoning, we will send them the Change of Host Application.

**Step 2:** The Intern/Trainee then needs to complete the application with their new potential employer and submit it by mail with full payment. The general review time for complete Change of Host Applications is 1-2 weeks. Should required documentation be missing for the application or a site visit be required, the application process will take longer. Under no circumstances are Interns/Trainees permitted to work at another host company without the permission of InterExchange.

### Step 3:

If the Change of Host Application is approved, InterExchange will provide the Intern/Trainee with a revised DS-2019, which will allow them to begin training at the new host company. The new DS-2019 will list the new employer's address in section 1 signifying that they are permitted to work there.

## During the Program

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### Termination of Employment

Should the Intern/Trainee be fired or quit, it is the responsibility of both the employer and the Intern/Trainee to notify Career Training USA immediately by phone or email. Notification should include the last date of employment and the reason for termination of employment.

Employers must notify Career Training USA of any termination of Interns/Trainees within 10 days of the event, per the Host Employer Agreement submitted with the application. After the last day of training at the original host company, Interns/Trainees are permitted a maximum of 30 days to find a new host employer in the same field of training and submit the Change of Host Application. If an Intern/Trainee is unable to find a new employer within this timeframe, they are required to return to their home country.



## Important Documents

### The J-1 Intern Visa in combination with the DS-2019 form allows Intern to:

- Work up to 12 months (or from the date of entry until the last date on the DS-2019 form)
- Obtain a social security number

### The J-1 Trainee Visa in combination with the DS-2019 form allows Trainee to:

- Work up to 18 months (or from the date of entry until the last date on the DS-2019 form). For Hospitality/Tourism Trainees, the maximum duration of the visa is 12 months
- Obtain a social security number

### This J-1 Intern or Trainee visa does not allow the Trainee to:

- Work as a domestic, au pair, camp counselor, in the medical field, or perform any other form of unskilled labor
- Obtain a second job

### Understanding the J-1 Visa

The J-1 Visa is simply the Intern/Trainee's authorization to enter the U.S. The expiration date on the J-1 Visa is the last date an Intern/Trainee is allowed to ENTER the U.S.

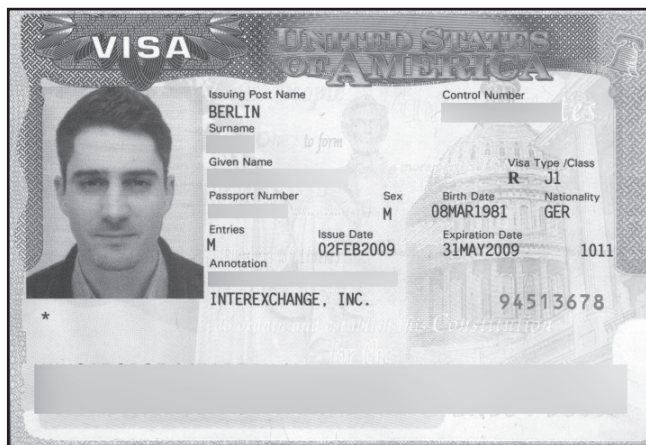
For example under the heading "Issue Date" it may say July 1, 2009 and under "Expiry Date" it may say July 1, 2010. This means that the Intern/Trainee is allowed to enter the U.S. on this visa anytime between these two dates.

For some nationalities, the expiration date on the J-1 Visa may come before this program's duration is over. If this is the case with your Intern/Trainee's J-1 Visa, this does not mean that he or she must leave the country before the duration of the InterExchange program ends, only that they must enter the U.S. before the expiration date on the J-1 Visa.

**IMPORTANT:** •If the Intern/Trainee plans to leave the U.S. to travel and then come back to the U.S., he or she must reenter the U.S. before the expiration date on their J-1 Visa.

### Entries

The number of times an Intern/Trainee may enter the U.S. on this visa is indicated under the heading "Entries." You will find either a number or the letter "M" under this heading. If you find a number, this means the Intern/Trainee is only allowed to enter the U.S. that many times between the "Issue Date" and the "Expiry Date" on the visa. Since he or she is already in the U.S., one allotted entry has been used. If the Intern/Trainee has an "M" under "Entries" this indicates a multiple entry. This means the Intern/Trainee can leave and reenter the U.S. as many times as he or she wants; however, the last re-entry must be before the Visa Expiration Date.



sample J-1 Visa

**IMPORTANT:** The dates on the Visa do not state how long the Intern/Trainee is eligible to work. The dates of work eligibility are found on the DS-2019 form. The "Expiry Date" on the J-1 Visa does not mean that the Intern/Trainee must go home by that date. Interns/Trainees are allowed to stay in the U.S. for as long as is indicated on the DS-2019 and are granted a 30 day grace period for travel after the end date on their DS-2019.

# Important Documents

**IMPORTANT:** The J-1 Visa and the DS-2019 form are the documents needed to enter the U.S. as an InterExchange sponsored exchange visitor. If one of your Interns/Trainees wishes to travel outside the U.S. and reenter after the expiration of their J-1 Visa, they must apply IN ADVANCE at a U.S. Embassy or Consulate for a new visa. The U.S. Citizenship and Immigration Services (USCIS) recommends that they do so 45 days before the expiration of their J-1 Visa. We STRONGLY RECOMMEND that Interns/Trainees make and hold any copies of any applications and other materials that they send to USCIS.

## I-94 Admission/Departure Card

This arrival record is issued by the U.S. Bureau of Immigration and Citizenship Services upon the Intern/Trainee's arrival in the U.S. This card is usually attached to the Intern/Trainee's passport. It indicates the day the Intern/Trainee arrived, their Admission number, and how long he or she is allowed to stay.

How to Read the I-94 Card: The admission number is located on the upper left-hand corner of the I-94 card. The arrival date is stamped on the card. Every I-94 card, next to the "Admitted Until" stamp, should have a hand written "J-1 D/S." This stands for "Duration of Status." This means that the Intern/Trainee is legally allowed to remain in the country for the length of our program plus 30 days to travel. If there is a date listed instead of J-1 D/S, that is the date by which your Intern/Trainee must leave the U.S.

## Form I-9

All Interns/Trainees should fill out an I-9 Employment Eligibility Verification Form after arriving at your company. For complete and updated information about the I-9, please visit the USCIS website at [www.uscis.gov](http://www.uscis.gov)

## Understanding Intern/Trainee Documents- Frequently Asked Questions

*Q. My InterExchange Intern/Trainee's visa is good for longer than is indicated on his/her DS-2019 from; can he/she stay and work for me until his visa expires?*

A. No. The dates that each Intern/Trainee can work are in section 3 of their DS-2019 form. All Interns/Trainees must return home within 30 days of the end date.

*Q. I hired an Intern/Trainee to work until October 17th and his DS-2019 form says he can work that long but his J-1 visa expires on October 1st. What should I do?*

A. The Intern/Trainee is allowed to work for the period covered on his DS-2019 form. If his/her visa expires October 1st, it does not affect his/her ability to work legally. The visa expiration date indicates the last day he can enter the U.S., not the last day he can work. He/she should not, for example, travel to Canada after October 1st, as he/she would not be allowed re-entry into the U.S. (unless he/she applied in advance for a tourist visa).

The image shows a sample I-94 Card (CBP Form I-94 (10/04)). At the top, it displays "Departure Number" and "OMB No. 1651-0111". Below this is a grid for the admission number. The card is titled "I-94 Departure Record". A circular stamp in the center reads "OCT 13 2008" and "CLASS NEW". The card contains the following information:

14. Family Name	Memediosidi	
15. First (Given) Name	Demisi	
16. Birth Date (Day/Mo/Yr)	18/03/82	
17. Country of Citizenship	GERMANY	

At the bottom right, it says "CBP Form I-94 (10/04)".

sample I-94 Card

# Insurance

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## Accident & Sickness Insurance

All Interns/Trainees on the InterExchange Career Training USA program must have basic medical/accident insurance for the length of their stay that meets U.S. State Department requirements. Applicants may purchase insurance through InterExchange by completing the enrollment form in the application (dependents are not eligible for InterExchange's insurance and must provide their own). Interns/Trainees that have purchased insurance through InterExchange should have information with their insurance details including a toll free number they can call while in the U.S. regarding their coverage, claims or recommended area physicians.

Interns/Trainees who remain in the U.S. for the 30 day grace period after the program must purchase an additional month of accident and sickness insurance.

Please direct any Interns/Trainees to contact us if they are unsure about their coverage or insurance company contact information.

NOTE: Remind your Interns/Trainees to make copies of any bills and claim forms they submit to the insurance company.

## Employer Insurance

Unfortunately, we are unable to accept an employer's health insurance as in many cases it does not cover what is required under U.S. federal regulations for the program (namely emergency medical evacuation to the applicant's home country and repatriation of remains). In addition, the government requires that we confirm that Interns/Trainees and/or their dependent(s) are covered for the duration of their program prior to arrival. Therefore, should an Intern/Trainee end their training at the company for any reason and lose their health insurance, Career Training USA would be in violation of federal regulations should they be injured or become sick. If an employer would like to provide coverage for the Intern/Trainee on top of the insurance provided by InterExchange (or private insurance purchased by the applicant), they are welcome to do so.

## Workers Compensation

As with any employee, if an Intern/Trainee is hurt while working at your establishment, your worker's compensation plan should provide insurance coverage.

# SEVIS

SEVIS is the Student and Exchange Visitor Information System designed by the U.S. Bureau of Immigration and Customs Enforcement (ICE) to record and track our Interns'/Trainees' whereabouts while they are in the U.S.

## **First SEVIS Registration: Interns/Trainees Register Upon Arrival in U.S.**

**All Interns/Trainees must contact us upon arrival** at their job to register the following information:

- Home address and phone number in the U.S. (if an Intern/Trainee has not found permanent accommodation, they should provide their temporary address and follow up later with their permanent address and phone number)
- Date of Arrival
- Copy of visa and I-94 card

This information can be scanned to Career Training USA at [training@interexchange.org](mailto:training@interexchange.org) or faxed to 212-924-0575. Upon receipt, we will then activate the Intern/Trainee program in SEVIS. A reminder email will be sent to the Intern/Trainee should they fail to submit the required information.

**Important:** All Interns/Trainees must register with SEVIS. The purpose of this registration is to confirm their arrival in the United States. All Interns/Trainees must contact us within 10 days of their arrival. Interns/Trainees should not, in any circumstance, enter their housing and/or employment information into SEVIS before they arrive in the U.S. If they do, they may not be allowed to enter the country.

## **Continued SEVIS Registration: Interns/Trainees Must Continually Update Their Address with InterExchange**

Throughout their stay in the U.S., Interns/Trainees must keep InterExchange informed about where they are living. We must always have a current address for each Intern/Trainee. If an Intern's/Trainee's housing address changes, they must inform us of the change within 10 days.

## **Penalties of SEVIS Non-Compliance for Interns/Trainees**

SEVIS tells the U.S. government where our Interns/Trainees are living and working and that they are on the InterExchange Career Training USA Program. If an Intern/Trainee's housing and/or employment address is wrong in SEVIS, or if he/she has failed to register at all, that Intern/Trainee will be removed from the program and have his/her legal alien status revoked. Interns/Trainees who fail to register or keep their information updated may be subject to arrest and deportation. Additionally, the Intern/Trainee's ability to obtain another visa in the future will be seriously jeopardized.

From the U.S. Department of State:

*Required Notification to Sponsors- Interns/Trainees are required to inform their sponsor [InterExchange] if they change their residence or telephone number, or complete or withdraw from their exchange visitor program prior to the scheduled end date. InterExchange is required to maintain Intern/Trainee's current contact information in SEVIS or face sanctions from the Department of State. If Interns/Trainees fail to provide this information to their sponsor, InterExchange may change their status to terminated, as discussed above.*

**IT IS EXTREMELY IMPORTANT FOR INTERNS/TRAINEEES TO REGISTER WITH SEVIS. PLEASE REMIND THEM TO REGISTER UPON ARRIVAL AT YOUR COMPANY.**

**THEY WILL NOT BE ISSUED A SOCIAL SECURITY NUMBER IF THEY DO NOT REGISTER IN SEVIS.**

# Taxes

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All InterExchange Interns/Trainees must pay FEDERAL, STATE AND LOCAL TAXES. While they are in the U.S., Interns/Trainees are Exchange Visitors in the "non-resident alien" tax category. Please consult a tax professional for the most recent tax regulations.

## **FICA, Medicare and FUTA Withholdings**

All non-resident aliens on J-1 Visas are exempt from paying FICA (Social Security) and Medicare taxes. Non-resident aliens are also exempt from paying FUTA (federal unemployment taxes). Please consult a tax professional to see if Interns/Trainees are exempt from state unemployment taxes in your state.

## **Completing the W-4 Form**

All Interns/Trainees must fill out a W-4 (employee withholding allowance certificate). InterExchange Interns/Trainees are NOT exempt from paying taxes. All Interns/Trainees are subject to federal, state, and local tax withholdings.

### *Recommendations from the IRS*

When filling out the W-4 form, it is recommended that the Interns/Trainees:

-Claim "1" on line 5.

-Enter "NRA", for Non-Resident Alien on line 6. Interns/Trainees on the InterExchange Career Training USA program are considered "non-resident aliens" for tax purposes.

-Leave line 7 blank. Interns/Trainees are not eligible for the standard deduction.

Filling in the W-4 in this way prevents the Interns/Trainees from owing money to the government after they have returned home. Interns/Trainees are often eligible for a refund of much of the taxes they have paid, so please urge them to file a tax return and get their money back!

## **Filing a Tax Return**

All Interns/Trainees are required to file for U.S. income tax by April 15. To file for a federal tax return, Interns/Trainees will fill out and send a 1040NR-EZ (Non-Resident Aliens with No Dependents) tax form

along with copies of their W-2 forms to:

*United States Internal Revenue Service Center,  
Philadelphia, PA 19255 USA*

Interns/Trainees can obtain the 1040NR-EZ and instructions from the IRS website at: [www.irs.gov](http://www.irs.gov). Refund checks are mailed to Intern/Trainees in their home countries.

We strongly urge all Interns/Trainees to use a professional tax service when filing their tax returns.

## **W-2 Forms**

Please send W-2 form to Interns/Trainees at their permanent address in their home country if they have ended their program and returned home. We recommend that you have each Intern/Trainee address an envelope with their permanent address at the time you have them fill out their W-4. We have found that foreign addresses often don't fit well into payroll systems and envelopes the Interns/Trainees address themselves are much more likely to reach them in their home country.

Please do not send the W-2 forms to our New York office. We are not responsible for getting this information to the Intern/Trainee and cannot guarantee that the Intern/Trainee will receive it.

For IRS publications please contact your local IRS office or download them at [www.irs.gov](http://www.irs.gov).

# Social Security

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## Applying for a Social Security Card

InterExchange Career Training USA Interns/Trainees are eligible to apply for a social security card. We advise Interns/Trainees to apply for their social security cards ten days after arrival to allow for their SEVIS information to transfer into the Social Security database. Interns/Trainees will receive a receipt that proves they have applied so that they can start working immediately and paychecks can be issued.

If an Intern/Trainee has failed to apply before they arrive at your business, please advise them to apply at the nearest Social Security office. The office nearest you can be located by visiting the Social Security website at [www.ssa.gov](http://www.ssa.gov). In the "How to Contact Us" section there is a "Social Security Office Locator" link.

Social Security cards are mailed approximately three weeks after applications are submitted from the processing center to Interns/Trainees at their job sites. If an Intern/Trainee does not receive his or her Social Security card within 3-4 weeks, you should contact Social Security at 1-800-772-1213 to find out the status of the application. It is sometimes possible to obtain the Intern/Trainee's Social Security number over the phone. Make sure to make note of each Intern/Trainee's social security number. InterExchange does not keep this information on file.

## Social Security Administration Notice

To strengthen homeland security in the aftermath of September 11th, Social Security has taken extra steps to ensure the integrity of Social Security numbers. These changes may cause a delay of several weeks or months in receiving a number. The following information addresses employer responsibilities when hiring Interns/Trainees who have applied for and are waiting to receive a Social Security number and card. Note that the Intern/Trainee may work while the Social Security number application is being processed. They may also receive paychecks during this time.

## Q. What causes delays when Interns/Trainees apply for Social Security numbers?

A. When Interns/Trainees apply for Social Security numbers, SSA verifies their documents directly with the Department of Homeland Security (DHS). Most applications are verified immediately, but there can be delays.

## Q. What are an employer's responsibilities when hiring Interns/Trainees who don't have Social Security numbers?

A. Advise Interns/Trainees that they are required to apply for a Social Security number and card. If they applied for but have not yet received a Social Security number, ask to see the receipt letter as proof of application. You should also collect the following information: the Intern's/Trainee's full name, address, date of birth, place of birth, father's full name, mother's full maiden name, gender, and the date he or she applied for a Social Security number.

## Q. What if the Intern/Trainee doesn't have a Social Security number when wage reports (Forms W-2) are due to Social Security?

A. Paper Filer: If the Intern/Trainee applied for a card but did not receive the number in time for filing, enter "Applied For" in Box d. (Reference: IRS Instructions for Forms W-2/W-3)

Magnetic Tape/Diskette or Electronic Filers: If the Intern/Trainee applied for a card but did not receive the number in time for filing, enter all zeros in the field for the Social Security number. (Reference: SSA's Magnetic Media Reporting and Electronic Filing Format)

Remember to ask the Intern/Trainee to tell you the number and the exact name printed on the card, when he or she receives it.

## Q. My Intern/Trainee received his or her Social Security number after I filed my wage report. What do I do?

A. When you receive their Social Security number, file Form W-2c (Corrected Wage and Tax Statement) to submit their number.

# Arrivals and Visa Issues

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## Visa Denials and Other Last Minute Frustrations

After all of the planning, selection and anticipation, there is always the possibility of unexpected delays or cancellations. Visa denials and other complications are a source of frustration for everyone involved. Below, we explain how InterExchange Career Training USA attempts to avoid problematic situations. We also offer some suggestions on how you can expect the unexpected and deal with problems that may arise.

## What is InterExchange Career Training USA Doing to Avoid Last Minute Complications?

- **Visiting U.S. Embassies**

Since InterExchange Career Training USA representatives travel around the world to conduct orientation and interviews with our applicants, we are often able to meet with consular officials at U.S. Embassies. By doing so we hope to get an idea of any potential complications or new application requirements. These Embassy visits also give us a chance to reintroduce InterExchange to new consular staff or staff who are not familiar with J-1 programs.

- **Keeping In Touch**

Whenever we receive information that something may delay one of your applicants (or prevent that applicant from coming at all), we contact you immediately.

## What Can I Do to Avoid Last Minute Complications?

- **Diversify**

Hire Interns/Trainees from different countries and different regions of the world. That way, if one country presents a problem in terms of visas, you will not be affected.

- **Plan Ahead**

Unanticipated U.S. Embassy issues can possibly delay the visa process for weeks at a time. Once you have determined your Intern/Trainee needs, please contact us as far in advance as possible.

## What Else Should I Keep in Mind?

- **Visas Can Be Tricky**

Please remember, the only person who determines whether a certain applicant is granted a visa is the Consular Official in that particular Embassy on that particular day. You provide the placement and InterExchange Career Training USA provides the paperwork and support for every J-1 Visa application, but the U.S. Embassy alone makes the decision on whether or not to issue a visa. Current events may cause visa processing delays which is why you could hire someone in February and hear about a visa rejection in late May.

- **InterExchange Career Training USA Is Here For You**

If a last minute situation arises, our Account Managers will keep you updated on the situation and, whenever possible, will assist with replacements or additional staff.

# Culture Shock

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## What is Culture Shock?

Almost all international staff will encounter difficulties in adjusting to living and working in the U.S. Culture shock is defined as the psychological shock of having to adjust to new surroundings and a new culture that may be dramatically different from one's own. An Intern/Trainee may soon realize that the familiar signs of home and the automatic responses used to meet situations of daily life may not be applicable. Climate, food, landscapes, people and their ways may all seem strange. English ability may not serve the Interns/Trainees as well as they expected. They may feel the pressures of the fast paced life in the U.S. Employers should expect a short transitional period while Interns/Trainees "warm up" to their new situation.

## Signs of Culture Shock

International Interns/Trainees experience culture shock to varying degrees; some hardly notice it at all, while others can become overwhelmed. Many may not attribute their problems to culture shock. Whatever the case may be, being sensitive to these issues will benefit you all. If at any time, you require assistance in dealing with any cultural misunderstandings that may arise, please do not hesitate to call the InterExchange Career Training USA Program staff.

Below are some common signs of culture shock:

- Interns/Trainees may feel isolated and frustrated. They may become nervous and/or excessively tired. They may sleep a lot, even after they have recovered from jet lag.
- Interns/Trainees may be excessively homesick. It is normal to miss home, family and friends but if they can think of nothing else, write letters, call home all the time, or frequently seem depressed or cry, they are most likely suffering from culture shock. They may feel hostile towards the U.S. as the cause of their discomfort. Normal, minor irritations may make them overly upset.
- Interns/Trainees may become dependent upon others from their home country. These friendships are important and are extremely supportive. However, if they spend time exclusively with others from their home country, they deny themselves the educational experience of interacting with people from the U.S. and other countries.

- Interns/Trainees may have deep doubts about their decision to come to the U.S. There may be anxieties with work. They may wonder: "Why does my boss speak so loudly and quickly?" "Will I be able to repay my parents the money they lent me?" This stress can become overwhelming and cause tension.
- They may feel reluctant to speak English or to associate with people.

## Coping with Culture Shock

Almost all Interns/Trainees cope with culture shock to some degree. The following suggestions may help you in understanding and resolving any problems that may arise:

- Maintain your perspective. Interns/Trainees will occasionally need your advice or encouragement. Usually they just need to know they have someone "on their side" to help boost their confidence while adapting to their new environment.
- If an Intern/Trainee feels confused or disappointed about something ask him or her, "What did you expect?" "Why?" "Was your expectation reasonable?" etc. InterExchange gives detailed descriptions during interviews to prepare Interns/Trainees for what to expect when they are in the U.S.
- Keep an open mind and a sense of humor. People in the U.S. may do or say things that people in the student's home country would not do or say. Try to understand that an Intern/Trainee is acting according to his/her own set of values and that these values are from a culture different from yours.

## Tips for a Successful Program

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We realize some of these suggestions may not be feasible for your business, they are simply here as examples that have worked in the past and to give you some ideas!

- **Provide your international Interns/Trainees with a clear set of guidelines.**

As with any employee, when your expectations are presented in a straightforward and honest manner, your Intern/Trainee will be more aware of what they should and should not do. Their first impression often sets the tone for the season.

- **It is essential that you and your managers communicate with your Intern/Trainee.**

The majority of misunderstandings arise from poor communication. Sometimes, in stressful work situations, Interns/Trainees may feel that they are being assigned to a lower social status or not being treated with respect. It is always a good idea to let them know that their work may not always be glamorous or "important", but it does not go unappreciated.

- **Whenever possible make set schedules for your Interns/Trainees.**

Clear schedules help Interns/Trainees know what to expect and can help them avoid misunderstandings about their commitment to you.

- **Remain sensitive to the needs of your Interns/Trainees.**

Many employers comment on how impressed they are with the Intern/Trainee's behavior and their ability to adapt. However, if they are having trouble, try to imagine yourself in their situation. They may require some extra attention or extra assistance. If you welcome your Interns/Trainees properly, treat them fairly, and communicate openly with them, the experience should be mutually enjoyable.

- **If Interns/Trainees are reluctant to speak English when they first arrive, it is best to encourage them to practice using English as much as possible.**

Interns/Trainees who get into the habit of speaking in their native language tend to make slower progress. The more English they speak, the easier their time here will become. It may be difficult for some at first, but it is very important that they challenge themselves in order to make the most of their exchange experience.

- **If you are a larger business and have many staff, try to designate an Intern/Trainee Coordinator.**

When there is a specific person that Interns/Trainees know they can go to if there is something they need, or if they have a problem, they are more likely to communicate clearly and openly with management. This could be any staff member who enjoys working with international people.

- **Provide or facilitate internet access for your Interns/Trainees.**

The internet is used by almost all of the Interns/Trainees, and they often feel more connected to outside activities and their friends if they are able to access the internet on a regular basis. In more isolated areas, many Interns/Trainees are very happy to have use of a computer to communicate with their family and friends or just to browse the internet.

- **If there is interest, organize an international food night, a barbecue, or an outing for your staff.**

Activities encourage staff cohesion and provide an alternate setting for social interactions outside of the working environment. Group events also give Interns/Trainees a feeling for how people from the U.S. interact outside of work and could give them a chance to educate you and your staff about their home countries. These types of benefits have long been a secret of successful host employers everywhere. It may seem very simple, but it can have a strong, lasting effect on employee – employer relations.

# Frequently Asked Questions

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## **Q. What is a J-1 Visa?**

A. The J-1 Visa is a nonimmigrant visa issued through the Exchange Visitor Program. Entry into the U.S. as a participant in the Exchange Visitor Program is granted with the understanding that participants will complete the objectives of their program category. The program categories offered through Career Training USA are "Intern" and "Trainee".

## **Q. I would like to hire someone to work as an Intern/Trainee. How do I know whether he/she is eligible?**

A. Our participant eligibility requirements are available online and in the Applicant Options chapter in this Handbook.

## **Q. What is the cost to host an Intern/Trainee through Career Training USA?**

A. There are no program, visa, or placement fees for employers to host an international Intern/Trainee. If you are an employer with fewer than 25 employees or less than \$3 million dollars in annual revenue, we are required by the program regulations to perform a site visit at your organization. There is a one-time fee of \$250 to perform a site visit. If your company is approved and you successfully host an Intern/Trainee through the program, no additional visits or fees will be required.

## **Q. Are there any eligibility requirements for employers?**

A. Yes. All employers must have a Federal Identification Number, a Dun & Bradstreet Number, and an active Workers' Compensation Insurance Policy. In addition, the employer cannot be a home-based business and should have a full time employee to Intern/Trainee ratio of at least 3:1. All employers must also develop and sign a Host Employer Agreement Form as well as a DS-7002 Training/Internship Placement Plan, which describes the responsibilities and activities to be pursued in the internship/training program. Each employer is vetted and considered for eligibility on a case-by-case basis. If the employer or job tasks/responsibilities are found to be unsuitable for fulfilling the requirements of the program, we will ask the Intern/Trainee to pursue a program with another host employer.

## **Q. What is the difference between an Intern and a Trainee?**

A. *Interns*: Currently enrolled in and pursuing studies at a degree- or certificate-granting post-secondary academic institution outside the U.S.

OR have graduated from such an institution within 12 months of program start date. Interns are permitted to work in the U.S. for up to 12 months, and their field of training must be related to their field of study.

A: *Trainees*: Have earned a degree or professional certificate from a foreign post-secondary academic institution (the degree does not have to be related to the field of training) and at least one year of related professional experience acquired outside the U. S.

OR have five years of related professional experience acquired outside the U. S. Trainees are permitted to work in the U.S. for up to 18 months (the exception is that Hospitality/Tourism programs may not be longer than 12 months). The Trainee's field of training should be related to their professional experience.

## **Q. What is the difference between the J-1 Visa Sponsorship Program and the Internship Placement Program?**

A. *J-1 Visa Sponsorship Program*: Applicant and U.S. employer have arranged internship together and simply need a J-1 Visa sponsor.

A: *Internship Placement Program*: Applicants and U.S. employers would like Career Training USA to help arrange an internship AND serve as the J-1 Visa sponsor.

## **Q. How can Career Training USA help me recruit international Interns/Trainees?**

A. We can recruit Interns/Trainees for you through our Internship Placement Program.

## **Q. How long does it take to recruit an intern/Trainee?**

A. On average, the process will take about 2-3 months. That includes the time it will take for the Intern/Trainee to apply for a visa in their home country. If we already have qualified applicants

# Frequently Asked Questions

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awaiting placement, the process can be as short as 4-6 weeks.

## **Q. When are Interns/Trainees available?**

A. Interns/Trainees may begin working any day of the year.

## **Q. How long can Interns/Trainees stay at my company?**

A. Interns can stay for up to 12 months. Trainees can stay for up to 18 months, but Hospitality Trainees may only stay for a maximum of 12 months.

## **Q. From which countries can I recruit Interns/Trainees?**

A. We recruit Interns/Trainees through International Cooperators and specialty universities in more than 40 countries, but we can sponsor applicants from any country in the world.

## **Q. What kind of experience and qualifications do Interns/Trainees have?**

A. Interns are majoring or have graduated with a degree in the field of their internship, and most Interns typically have prior work experience, such as internships, summer jobs, volunteer positions, or Summer Work & Travel programs in the U.S. Trainees are required to have a degree from outside the U.S. and at least 1 year of related professional work experience earned outside the U.S. or at least 5 years of related professional experience earned outside the U.S.

## **Q. In which industries does Career Training USA specialize?**

A. Career Training USA is designated to sponsor a variety of fields including: Accounting, Advertising, Arts Administration, Business Administration, Computer Science, Engineering, Finance, Hospitality & Tourism, Marketing & Sales, Management, Public Law & Administration, and Public Relations. For a complete list, see the Appendix.

## **Q. I know someone overseas whom I would like to hire as an Intern/Trainee. What is the next step?**

A. Please contact Career Training USA and we will be able to assist you with the application process and training plans.

## **Q. Should I pay my Intern/Trainee?**

A. Payment is highly encouraged, though not a program requirement. Salary should be determined with each Intern/Trainee prior to their arrival in the U.S. Please note that Interns/Trainees are required to work full time and are not permitted to work second jobs. It is best to offer unpaid internships only for short programs so as not to encourage Interns/Trainees to seek additional employment, which is prohibited.

## **Q. Do Interns/Trainees have Social Security numbers?**

A. If Interns/Trainees have previously participated on the J-1 Work & Travel, Camp, or H-2B programs, they will have a Social Security number and card already. If this is their first time working in the U.S., they must apply at your local office for a card. They will receive a receipt that shows that they have applied for a Social Security card, which should arrive within 6 weeks.

## **Q. Am I required to provide housing for my Intern/Trainee?**

A. No, Interns/Trainees are responsible for locating and paying for their own housing, though providing recommendations for affordable neighborhoods, helpful websites, or newspapers will be appreciated by your Intern/Trainee. You may provide housing, though, if you are able to do so.

## **Q. Am I required to pay transportation costs?**

A. No, Interns/Trainees are able to arrange their own transportation independently, though any assistance you offer will be appreciated by your Intern/Trainee.

## **Q. Do I have to provide health insurance?**

A. Interns/Trainees pay for their own insurance, which must be in place prior to acceptance to the program. All Interns/Trainees are required to have

## Frequently Asked Questions

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accident and sickness insurance for the duration of their stay in the U.S. You may add them to your health insurance plan, but they must retain their accident and sickness insurance as well, as it provides some required benefits that normal health insurance plans often do not.

### **Q. Are Interns/Trainees required to pay taxes?**

A. Participants on a J-1 Visa are considered non-resident aliens. They should not have Social Security (FICA), Medicare or federal unemployment (FUTA) taxes withheld. Please consult a tax professional to find out if participants are exempt from state unemployment taxes in your state. For more detailed tax information, please review the IRS's Employer Tax Guide and Publication 515 at [www.irs.gov](http://www.irs.gov).

### **Q. What is required in the Training Internship Placement Plan?**

A. The plan should include a detailed outline of exactly what the internship/training program involves, including specific departmental rotations and/or program phases. There should be a rotation or phase for every 3-4 months of training, and a new page should be included in the training plan for each rotation/phase.

### **Q. I need to hire permanent staff. Can I hire an Intern/Trainee?**

A. If you are looking to fill a permanent position within your company, unfortunately, Career Training USA cannot provide assistance. We are only designated to issue the Intern/Trainee visa, which is a temporary Exchange Visitor visa. For more information regarding work visas, please visit [www.uscis.gov](http://www.uscis.gov)

### **Q. I had an Intern/Trainee lined up, but s/he never showed up. What should I do?**

A. Please contact us by phone or email as soon as possible should this situation arise so that we can follow up with the participant. If it is no longer possible for the Intern/Trainee to participate in the program, we can help to recruit a new Intern/Trainee for you.

### **Q. My Intern/Trainee quit/has to be fired. What should I do?**

A. Please contact Career Training USA as soon as possible should this situation arise. Any changes in the status of a Trainee or Intern should be reported immediately.

### **Q. What do I do if I am not satisfied with my Intern/Trainee?**

A. If you feel that an Intern/Trainee is not meeting your expectations, we ask that you first talk to them and make your expectations known. We have found that a frank discussion about their performance often solves the problem. Career Training USA is also available to talk to the Intern/Trainee. If the situation does not improve and you need to terminate the employee, please call Career Training USA so that we can assist the Intern/Trainee with any questions regarding his/her status. We can also help you to recruit a new Intern/Trainee that is a better match.

### **Q. Can Interns/Trainees have more than one job?**

A. No, per the visa regulations, Interns/Trainees are not allowed to have second jobs. If hired by you, they will only be permitted to work for you.

### **Q. What if I want to hire additional Interns/Trainees for my company?**

A. We can help you recruit additional Interns/Trainees through our Internship Placement Program.

### **Q. What level of support does Career Training USA offer during the internship process?**

A. Career Training USA offers full support throughout the entire program to both employers and Interns/Trainees. You can call or email us at any time with any questions you may have regarding the program.

## Appendix: Career Training USA Sponsored Fields

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Accounting	Computer Science
Accounting and Business/Management	Computer Software and Media Applications
Accounting and Finance	Computer Software Engineering
Accounting and Related Services	Computer Software Technology/Technician
Advanced Legal Research/Studies	Computer Systems Analysis/Analyst
Advertising	Computer Technology/Computer Systems Technology
Architectural Drafting and Architectural CAD/CADD	Computer/Information Technology Services
Architectural Engineering	Administration and Management/Construction Engineering
Architectural Engineering Technology/Technician	Construction Engineering Technology/Technician
Architecture (BArch, BA/BS, MArch, MA/MS, PhD)	Construction Management
Architecture and Related Services	Culinary Arts/Chef Training
Audiovisual Communications Technologies/Technicians	Data Entry/Microcomputer Applications
Banking and Financial Support Services	Data Processing and Data Processing Technology/Technician
Basic Skills	Digital Communication and Media/Multimedia
Biochemistry	E-Commerce/Electronic Commerce
Biochemistry	Economics, General
Biological and Biomedical Sciences	Electrical and Electronic Engineering Technologies/Technicians
Biology/Biological Sciences	Engineering
Biomedical/Medical Engineering	Engineering
Botany/Plant Biology	Engineering Technologies/Technicians
Broadcast Journalism	Engineering/Industrial Management
Building/Construction Site Management/Manager	Environmental Engineering Technology/Environmental Technology
Business Administration and Management, General	Finance
Business Administration and Management, Other	Food Preparation/Professional Cooking
Business/Commerce	Geological/Geophysical Engineering
Business/Corporate Communications	Graphic Communications
Chemical Engineering	Hospitality Administration/Management, General
Chemistry	Hospitality Administration/Management, Other
Civil Engineering	Hotel/Motel Administration/Management
Civil Engineering	Human Resources Management
Communication	Information Science/Studies
Communication and Media Studies	Information Technology
Communication Studies/Speech Communication and Rhetoric	Insurance
Communications Technologies/Technicians and Support Services	Interior Architecture
Communications Technology/Technician	International Business and Law
Computer and Information Sciences	International Business/Trade/Commerce
Computer and Information Sciences	International Law and Legal Studies (LL.M., J.S.D./S.J.D.)
Computer and Information Sciences and Support Services	International Marketing
Computer Engineering	Journalism
Computer Engineering	Journalism, Other
Computer Engineering Technologies/Technicians	Landscape Architecture (BS, BSLA, BLA, MSLA, MLA, PhD)
Computer Engineering Technology/Technician	Law (LL.B., J.D.)
Computer Graphics	Legal Professions and Studies
Computer Hardware Engineering	
Computer Programming	
Computer Programming/Programmer	

## Appendix: Career Training USA Sponsored Fields

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Legal Studies  
Library Science  
Marketing  
Marketing Research  
Marketing/Marketing Management  
Mass Communication/Media Studies  
Materials Engineering  
Mechanical Engineering  
Mechanical Engineering/Mechanical Technology/  
Technician  
Non-Profit/Public/Organizational Management  
Organic Chemistry  
Personnel Administration  
Photographic and Film/Video Technology/Technician  
and Assistant  
Photojournalism  
Professional Cooking/Kitchen Assistant  
Physical Sciences  
Physics  
Political Science and Government  
Political Science and Government  
Prepress/Desktop Publishing and Digital Imaging  
Design  
Public Administration  
Public Relations  
Publishing  
Radio and Television  
Radio and Television Broadcasting Technology/  
Technician  
Real Estate  
Resort Management  
Restaurant  
Restaurant/Food Services Management  
Retailing and Retail Operations  
Sales  
Small Business Administration/Management  
Surveying Technology/Surveying  
Tourism and Travel Services Management  
Tourism and Travel Services Marketing Operations  
Transportation and Highway Engineering  
Web Page  
Web/Multimedia Management and Webmaster







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