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J-1 Visa Sponsorship: Program Information

Dear J-1 Visa Sponsorship Applicant,

Thank you for your application for CICD J-1 Program Sponsorship. The information in this manual will help you understand the J-1 Training/Internship Program and the applicable U.S. Department of State requirements and regulations. Please carefully read the enclosed material and keep a printed copy with you for reference. As a U.S. Department of State designated sponsor of J-1 Trainees/Interns, we are required to evaluate your application to determine if you and your U.S. Host Organization qualify for the program, and whether the Training/Internship position offered to you complies with all applicable guidelines and regulations. If your application is approved, CICD will be your sponsor throughout your Training/Internship period and will assist you with any J-1 Program-related questions and concerns.
Should you have any questions about the J-1 Program or CICD Sponsorship, please review the Frequently Asked Questions on our website or feel free to contact us at anytime.

Best Wishes,

The CICD Team

The Purpose of the J-1 Visa Program:

The purpose of the J-1 Training/Internship Program is to provide international participants with opportunities for professional development, insight into American know-how in the field of training/internship, and a greater understanding of American society and culture. J-1 Trainees/Interns are expected to share the cross-cultural and professional knowledge they have gained in the U.S. upon return to their home country at the end of the training/internship program. The J-1 Program is also intended to allow Americans to learn about the culture and expertise of the participant's home country.

The J-1 Program is not intended to be used in lieu of, or as a stepping-stone for, another visa. Additionally, the J-1 Visa is not to be used to replace American workers or to hire for positions that would otherwise be filled by American employees.

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I. CICD Services:

CICD is a U.S. State Department designated sponsor of the J-1 Trainee/Intern Program. Our services include the following:

- Check whether the Host Organization's training/internship program matches the education and experience of the participant and fulfills U.S. Department of State requirements;
- Provide contracts between the Trainee/Intern, the Host Organization, and CICD;
- Thoroughly screen and interview the participant to ensure she/he has sufficient English language skills and appropriate background in the field of the training/internship;
- Conduct a site visit of Host Organizations that have not previously participated successfully in CICD's training/internship programs and that have fewer than 25 employees or less than 3 million dollars in annual revenue;
- Provide the participant with important information about the J-1 Visa and life in the U.S.;
- Monitor the training/internship from start to finish;
- Ensure that the participant has adequate health insurance for his or her stay in the U.S.;
- Provide the participant with a 24-hour emergency phone number.

II. How to Apply for J-1 Sponsorship

The following information will help you to understand and complete the J-1 sponsorship approval process. As your J-1 Visa sponsor, CICD is responsible for screening your application against the eligibility requirements set by the U.S. Department of State. If approved, CICD will sponsor your J-1 Visa to enter the U.S. and will continue to administer your program for the duration of your training period.

Steps to completing your application:

1. Review all the information provided to you by CICD, including the J-1 Program Information.
2. Download and complete the CICD Trainee/Intern Agreement document and collect other required documents.
3. Interns: provide enrollment verification form or copy of certificate or diploma along with your resume.
4. Trainees: provide copy of graduation certificate or diploma and resume verifying eligible work history.
5. Make payment to CICD after indicating duration of program and choice of insurance options.
6. Complete the Video Orientation Module and webcam interview with your CICD Coordinator.
7. Confirm that your Host Organization has completed the Training/Internship Placement Plan ("DS 7002") and the Host Organization Agreement with CICD.
8. Make sure that site visit has been completed, if required.

* Please note that application materials will require the free Adobe Reader.

IMPORTANT: DO NOT SIGN YOUR DOCUMENTS YET. Please complete and email draft copies of your application materials to your J-1 Program Coordinator. Once your application has been approved, your J-1 Program Coordinator will request the signed copies of your final documents.

III. Eligibility Requirements

The following definitions for "Intern" and "Trainee" apply:

Intern: A foreign national who (1) is currently enrolled in and pursuing studies at a degree-or certificate-granting post-secondary academic institution; or (2) graduated from such an institution no more than 12 months prior to the program begin date, and who enters the United States to participate in a structured and guided work-based internship program in his/her specific academic field. MAXIMUM PROGRAM DURATION: 12 MONTHS

Trainee: A foreign national who has either: (1) A degree or professional certificate from a foreign post-secondary academic institution and at least one year of prior related work experience in his/her occupational field acquired outside the United States, or (2) Five years of work experience outside the United States in his/her occupational field, and who enters the United States to participate in a structured and guided work-based training program in his/her specific occupational field. MAXIMUM PROGRAM DURATION: 18 MONTHS

Demonstrating Your Eligibility for the J-1 Visa*:

For Interns: Please submit the following information to your J-1 Program Coordinator by email:

- Resume/ C.V.: including the dates and locations of your education and related work experience. Please try and use month/day/year format.
- Copy of passport: clearly showing your full name, birth date, and photograph.
- Copy of any previous or current U.S. visas.
- Enrollment verification from your university or a copy of your degree diploma/ certificate.

For Trainees: Please submit the following information to your J-1 Program Coordinator by email:

- Resume/ C.V.: including the dates and locations of your work experience and education. Please try and use month/day/year format.
- Copy of passport: clearly showing your full name, birth date, and photograph.
- Copy of any previous or current U.S. visas.
- Copy of your degree diploma/ certificate.
- Employment verification document or letter of reference from current or previous employer.

**Please note that CICD may request additional documents determined later in your application to help demonstrate your eligibility

Additional Eligibility Requirements:

Important requirements for Applicants:

- Please ensure that your Host Organization is offering your training/internship in one of the following subject fields: Information Media and Communications, Management, Business, Commerce, Finance, the Sciences, Engineering, Architecture, Mathematics, Industrial Occupations, Public Administration or Law, Arts and Culture, Agriculture, Education*, Forestry and Fishing*, or Construction and Building Trades ** (* Interns only, **Trainees only).
  For more information about the types of J-1 training/internships that CICD sponsors please visit our website (http://www.cicdgo.com/j1.php).
- To succeed on your program you will need to know English well enough to perform successfully in the proposed training/internship position and pass your visa interview at the U.S Consulate or Embassy.
- Contact CICD if you plan to train/intern at a restaurant, casino, or hotel as additional application requirements and conditions apply to hospitality programs.
- Applicants who have previously participated in the J-1 trainee/intern program may be eligible to participate in additional training and internship programs under the following conditions:
    - Additional training and internship programs must address the development of more advanced skills or a different field of expertise.
    - Interns may participate in additional internship programs as long as they maintain student status or begin a new internship program within 12 months of graduation from their academic institution.
    - Trainees may participate in additional training programs after a period of at least two years residency outside the U.S. following their initial training program.
    - Participants who have successfully completed internship programs and no longer meet the selection criteria for internship programs may participate in a training program after a two-year residency outside the U.S. following their internship program.

Important requirements for Host Organizations:

- The Host Organization must provide you with a full-time (minimum 32 hours per week) structured training/internship program documented on a Training/Internship Placement Plan (“DS 7002”) form. The DS 7002 form must be approved by CICD and be suitable to your qualifications and background. (You are required to submit the DS 7002 form to the U.S. consulate or embassy with your DS-2019 form at the time of your in-person visa interview.)
- The Host Organization has a responsibility to make sure that you engage in training/internship activities and not perform “work” that a part-time or full-time staff member of the organization would otherwise be responsible for. As a J-1 Trainee/Intern, you are not allowed to make final decisions about, or carry the full responsibility for, major tasks, assignments or projects. However, you may provide assistance in such matters as on-the-job participation is encouraged as an important learning tool.
- The Host Organization additionally has the responsibility to ensure that the total activities during the program do not include more than 20 percent clerical tasks. In addition the program should not include activities listed below in section XVII. “List of Unskilled Occupations.” If the training/internship is to take place at a hotel, casino, or restaurant, please contact CICD for more information as additional requirements apply.
- Further, the Host Organization shall certify that training/internship programs in the field of agriculture meet all the requirements of the Fair Labor Standards Act, as amended (29 U.S.C. 201 *et seq*.) and the Migrant and Seasonal Agricultural Worker Protection Act, as amended (29 U.S.C. 1801 *et seq*.)

IV. Health Insurance Requirements

CICD will verify that you have sufficient health insurance coverage before we approve your application. You may either provide CICD with acceptable documentation of your qualifying insurance policy, OR purchase qualifying insurance through CICD's insurance provider.

- In your contract agreement you will have two insurance options. Please select your option to purchase health insurance through CICD's insurance provider, or provide proof of your own health insurance.
- If you plan to provide your own insurance, please send the insurance documentation described in the Health Insurance section of your Trainee/Intern Agreement to your J-1 Program Coordinator.

***Please note:** It is YOUR responsibility to obtain all required insurance documentation and send it to CICD in a timely manner. CICD will not contact your insurance organization to obtain this information.

V. Payment Options

CICD will begin processing your application after receiving all documents and payment has been made. Before sending your invoice, we will first need to verify your program dates and health insurance information. For your convenience we accept the following forms of payment:

- Online credit card payment
- International check or money order in U.S. dollars
- U.S. bank check or money order
- Bank wire transfer

VI. Online Orientation Module and Web Camera Interview

Once we receive all qualifying application materials and payment, you will receive an email from your CICD Coordinator describing the steps to complete CICD's Video Orientation Module. The Module consists of a short informational video and online quiz. Once you have completed the Module, your CICD coordinator will email you to schedule a webcam interview.

CICD uses Skype to perform our web camera interviews. Skype is a free service available to download at www.skype.com. It is recommended that you test your audio and web camera settings on Skype before calling your J-1 Program Coordinator.

Your J-1 Program Coordinator will schedule your interview after receiving payment and all application materials. The interview generally lasts from five to ten minutes. You will be asked questions about your qualifications and your intentions regarding the J-1 Training/Internship Program. At this time we will verify your identity via the web camera, and English language abilities.

VII. Host Organization Responsibilities

CICD will send your Host Organization supervisor the information and documents necessary to complete the Host Organization's part of the application. We will also arrange a brief phone interview with your supervisor, if needed.

CICD will work with your Host Organization supervisor to complete the following documents:

- DS 7002 Training/Internship Placement Plan
- Host Organization Agreement
- Evidence of Workers Compensation or exemption.

VIII. Site Visit Requirement

A site visit is required if your Host Organization has less then 25 employees or less than $3 million in annual revenue, and has not previously hosted a J-1 trainee/intern. If required, a CICD representative will visit the site of activity to verify the location and that the Host Organization has the facilities and resources to host a trainee/ intern. The cost for this visit is $150 (usually charged to the Host Organization, unless otherwise agreed).

IX. If Your Application is Approved

CICD will issue and send your DS-2019 visa sponsorship document as well as the DS-7002 Training/Internship Placement Plan to you via international express mail with a tracking number. These forms are required to apply at a U.S. Embassy or Consulate for the J-1 Training/Internship Visa. Your CICD Program Coordinator will also email you important information such as your SEVIS ID, Program Number, and Social Security Eligibility Letter along with the express mail tracking number. This DS 2019 Mailing email will also contain a link to the following resources:

- **CICD J-1 Visa Program - Participant Handbook**
- DHS Fact Sheet on what to expect upon arrival at a U.S. Port of Entry
- The Exchange Visitor Program Welcome Brochure
- U.S. Department of State Know Your Rights Brochure
- SEVIS Fact Sheet

After receiving your documents in the mail you should:

- Verify all documents are correct. Check your personal information and program dates.
- Pay your SEVIS fee online. (Information on how to make this payment will be provided in your J-1 Visa Program – Participant Handbook.)
- Apply for the J-1 Visa online using the DS 160 form. (Information on how to locate this form will be provided in your J-1 Visa Program – Participant Handbook.)
- Make your visa appointment with the U.S. Embassy or Consulate.

X. Validating Your Visa Upon Arrival

IMPORTANT: In order to validate your J-1 Visa, you must call CICD with the supervisor listed on your DS-7002 during the first week of your training or internship to confirm your arrival and U.S. address. **It is your responsibility** to call CICD once you have arrived in the U.S. and started your training or internship during our business hours of 9 AM to 5 PM Seattle/Pacific time, Monday through Friday. After confirming your arrival, CICD will "validate your program" in the SEVIS system.

If you fail to validate your program within 30 days of the start date listed on your DS-2019 form, your immigration status will automatically change to "no-show" or "invalid," which may result in the cancellation or termination of your entire J-1 program. At that point you will be required to leave the U.S. and re-apply for your visa or undergo the process of reinstatement and pay all applicable fees.

Your validation check-in is an important time to notify CICD if there are any changes or problems with your program after arrival. As a participant on the J-1 Visa program, it is your responsibility to keep your sponsor (CICD) updated with any changes or problems that you may experience.

IMPORTANT: The U.S. Department of Homeland Security (DHS) requires that J-1 participants arrive in the U.S. no more than 30 days prior to the start of their program. Although you may arrive early, you cannot begin your program, validate your visa, or apply for a Social Security number before the start date listed on your DS 2019 form.

Please be aware that you may be denied entry to the U.S. if you arrive more than 30 days before **or after your program start date.

XI. Bringing Your Spouse and Children to the U.S. on the J-2 Visa

If you have a spouse or children (under 21) they will need to obtain the J-2 Visa to accompany you in the U.S. as dependents. If a dependent wishes to join you in the U.S. they need to apply for CICD sponsorship separately and pay additional application fees.

CICD sponsored dependents on the J-2 Visa may not work in the U.S. If employment is desired, the appropriate work authorization will be required. Please visit the following website for more information:
http://www.travel.state.gov/visa/temp/types/types_1267.html#10

J-2 dependents are permitted to study in the U.S. without applying for a student (F-1 Visa) or changing to F-1 status.

You and your J-2 dependents will need to bring sufficient funds to cover all living expenses in the U.S. and pay for round-trip air travel. You are also required to purchase adequate health insurance for both you and each of your dependents.

IMPORTANT: J-2 Dependents may not enter the U.S before the J-1 Participant enters for the first time.

XII. Two-Year Foreign Residency Requirement

Holders of a J-1 Visa may be subject to the two-year foreign residence requirement of Section 212(e) of the Immigration and Nationality Act for reasons including, but not limited to, one or more of the following:

- They receive funding from the United States Government, their own government, or an international organization in connection with their participation in the Exchange Visitor Program;
- The education, training/internship, or skill they are pursuing in the U.S. appears on the Exchange Visitor Skills List at http://travel.state.gov/visa/temp/types/types_4514.html for their country; or
- They acquire J-1 status for the purpose of receiving graduate medical education or training.

A person subject to the two-year foreign residence requirement may not be eligible to apply for other visa categories for two years following their program. Exchange visitors who are subject to the two-year foreign residence requirement may be able to apply for a waiver of that requirement with the U.S. Department of State. Please check with the appropriate government or legal authorities for current and accurate information regarding your eligibility to apply for a waiver. See http://travel.state.gov/visa/temp/info/info_1296.html for more information.

XIII. Traveling Outside the U.S.

If you plan to take a trip outside the U.S. during your J-1 Training/Internship Program, first make sure that your Host Organization authorizes your travel and then obtain a travel validation signature from your J-1 Program Coordinator on your DS-2019 Form. You will not be able to return to the U.S. on the J-1 Visa without this signature, which certifies that you are in good standing on the J-1 Program. The travel validation signature is normally valid for one year or until the end date of the program printed on the DS-2019 (whichever comes first).

When you send your DS-2019 Form to CICD, you must include a pre-paid self-addressed return envelope as well as a brief cover letter in which you provide specific dates, destinations, and reasons for your trip.

Please keep in mind that J-1 Trainees/Interns may not travel outside the U.S. for more than 30 days aggregate during their period of training/internship and plan your travel arrangements accordingly. Before you book any tickets or confirm travel plans, please ensure that your country of destination does not require you to obtain any additional visas or clearances.

XIV. Mid-Point and Final Evaluations

CICD will need you to complete written evaluations of your program at the mid-point and at the end of your training/internship. The evaluations will be emailed to both you and your supervisor at the appropriate times during your program.

IMPORTANT: If CICD does not receive printed, signed and completed evaluations from you and your supervisor, you will be in violation of the conditions of your visa and considered “out of status.”

We are interested in hearing about your training/internship experience at any time. By staying in touch with us and providing us with detailed feedback about your program in your evaluations, you enable us to help ensure a meaningful experience for you, your Host Organization, and future participants.

XV. Observing the “Grace Period”

After you have successfully completed your J-1 program, you are permitted to remain in the U.S. for another 30 days. During this 30-day period, which is often referred to as the "Grace Period," you are under the jurisdiction of USCIS and no longer entitled to train or intern at your Host Company.

The USCIS grants this period to allow you to settle your affairs and to prepare your return to your home country. You may neither continue nor complete your program, nor work during this 30-day period. Although you may travel inside the U.S., we recommended that you do not travel beyond the borders of the U.S., as you will not be permitted re-entry on your expired J-1 Training/Internship Visa. For your own safety, we also suggest you purchase health insurance for this period either independently or through CICD.

XVI. Extending your Training/Internship Program

If your original training/internship program lasts less than the maximum duration period (18 months for trainees and 12 months for interns) and if your Host Organization supports your request for additional training/internship, it may be possible to extend your program up to the maximum duration. Whether training or interning, you must currently be "in status" on your J-1 Visa to apply for an extension.

IMPORTANT: CICD must receive all necessary documentation and application forms at least 30 days prior to the program end date indicated on the Training/Internship Placement Plan (DS 7002) to consider your extension application. If an application is received less than 30 days prior to the program end date and CICD decides to consider the request, a $200 nonrefundable late fee must be paid to CICD in addition to the extension application fee. Please see our fee and refund policy for details. To request an extension of training/internship, please contact us.

Travel outside the U.S. is restricted during your program extension, unless you obtain a new J-1 Visa that is valid for the appropriate dates and duration. We advise that you contact USCIS to check whether your travel plans during your extension comply with current laws, and regulations.

Please note that there is never a guarantee that CICD will accept any application for training/internship extension. If CICD denies an application, **the denial is final and CICD is not required to provide explanations**.

We strongly suggest you and your prospective U.S. Host Organization make a realistic estimate of how much time will be necessary to complete all aspects of the training/internship program as you submit the initial program proposal to CICD, as applying for an extension should be considered only when necessary.

XVII. List of Unskilled Occupations

Training/Internship positions can be considered for the J-1 Training/Internship Program only if less than 20 percent of the participant’s total activities at the Host Organization are in the unskilled occupations listed below.

(1) Assemblers
(2) Attendants, Parking Lot
(3) Attendants (Service Workers such as Personal Services Attendants, Amusement and Recreation Service Attendants)
(4) Automobile Service Station Attendants
(5) Bartenders
(6) Bookkeepers
(7) Caretakers
(8) Cashiers
(9) Charworkers and Cleaners
(10) Chauffeurs and Taxicab Drivers
(11) Cleaners, Hotel and Motel
(12) Clerks, General
(13) Clerks, Hotel
(14) Clerks and Checkers, Grocery Stores
(15) Clerk Typist
(16) Cooks, Short Order
(17) Counter and Fountain Workers
(18) Dining Room Attendants
(19) Electric Truck Operators
(20) Elevator Operators
(21) Floor workers
(22) Groundskeepers
(23) Guards
(24) Helpers, any industry
(25) Hotel Cleaners
(26) Household Domestic Service Workers
(27) Housekeepers
(28) Janitors
(29) Key Punch Operators
(30) Kitchen Workers
(31) Laborers, Common
(32) Laborers, Farm
(33) Laborers, Mine
(34) Loopers and Toppers
(35) Material Handlers
(36) Nurses' Aides and Orderlies
(37) Packers, Markers, Bottlers and Related
(38) Porters
(39) Receptionists
(40) Sailors and Deck Hands
(41) Sales Clerks, General
(42) Sewing Machine Operators and Handstitchers
(43) Stock Room and Warehouse Workers
(44) Streetcar and Bus Conductors
(45) Telephone Operators
(46) Truck Drivers and Tractor Drivers
(47) Typist, Lesser Skilled
(48) Ushers, Recreation and Amusement
(49) Yard Workers

For more information please check the Frequently Asked Questions on our website.

(http://www.cicdgo.com/faq.php)

We are always available to answer your questions, please contact us anytime.

(http://www.cicdgo.com/contact.php)

XVIII. J-1 Visa Sponsorship: Application Checklist

Please use the following checklist to help you complete your application:

- ☐ I have reviewed the CICD J-1 Program Information document.
- ☐ I have downloaded and completed the CICD J-1 Trainee/Intern Agreement.
- ☐ ***Interns only*:** I have provided a detailed resume and enrollment verification form or copy of diploma.
- ☐ ***Trainees only*:** I have provided a detailed resume and copy of my graduation certificate or diploma.
- ☐ My Host Organization has completed the Training/Internship Placement Plan (DS 7002) and the Host Organization agreement.
- ☐ I have made payment to CICD for all applicable program fees.
- ☐ The site visit to my Host Organization has been completed, if required.
- ☐ I have completed CICD's Video Orientation Module.
- ☐ I have completed a web cam interview with my CICD J-1 Program Coordinator.
- ☐ My supervisor has completed a phone interview with CICD, if required.