

This agreement is made this ____ day of _____, 20__ by and between:

[NAME, ADDRESS] (“Host Organization”), and

HTP – J1 Visa Programs, Inc, 339 Johnson Ferry Road, NE, Atlanta, GA 30328 (“HTP”).

HTP is a sponsor designated by the Department to administer training and internship programs.

Introduction:

The Exchange Visitor Program provides foreign nationals the opportunity to receive training in the United States. The objectives of the program are to enhance the skills and expertise of exchange visitors in their academic or occupational fields through participation in structured and guided work-based training and internship programs and to improve participants’ knowledge of American techniques, methodologies, and expertise. Such training and internship programs are also intended to increase participants’ understanding of American culture and society and to enhance Americans’ knowledge of foreign cultures and skills through an open interchange of ideas between participants and their American associates. A key goal of the Fulbright- Hays Act, which authorizes these programs, is that participants will return to their home countries and share their experiences with their countrymen.

HTP obligations:

- Ensure that trainees and interns are appropriately selected, placed, oriented, supervised, and evaluated;
- Be available to trainees and interns (and host organizations, as appropriate) to assist as facilitators, counselors, and information resources;
- Ensure that training and internship programs provide a balance between the trainees’ and interns’ learning opportunities and their contributions to the organizations in which they are placed;
- Ensure that the training and internship programs are full-time (minimum of 32 hours a week);
- Ensure that any host organizations and third parties involved in the recruitment, selection, screening, placement, orientation, evaluation for, or the provision of training and internship programs are sufficiently educated on the goals, objectives, and regulations of the Exchange Visitor Program and adhere to all regulations set forth in this Part as well as all additional terms and conditions governing Exchange Visitor Program administration that the Department may from time to time impose;
- Fully complete and obtain requisite signatures for a Form DS-7002 for each trainee/intern before issuing form DS-2019 and provide each signatory with an executed copy of Form DS-7002.

Host Organization obligations:

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

- Notify sponsors promptly of any concerns about, changes in, or deviations from T/IPPs during training and internship programs and contact sponsors immediately in the event of any emergency involving trainees or interns;
- Abide by all Federal, State, and Local occupational health and safety laws;
- Abide by all program rules and regulations set forth by the sponsor, including the completion of all mandatory program evaluations;
- Have sufficient resources, plant, equipment, and trained personnel available to provide the specified training and internship program;
- Provide continuous on-site supervision and mentoring of trainees and interns by experienced and knowledgeable staff;
- Ensure that trainees and interns obtain skills, knowledge, and competencies through structured and guided activities such as classroom training, seminars, rotation through several departments, on-the-job training, attendance at conferences, and similar learning activities, as appropriate in specific circumstances;
- Conduct periodic evaluations of trainees and interns, as set forth in § 62.22(1);
- Do not displace full-or part-time or temporary or permanent American workers or serve to fill a labor need and ensure that the positions that trainees and interns fill exist solely to assist trainees and interns in achieving the objectives of their participation in training and internship programs;
- Do not place trainees or interns in unskilled or casual labor positions, in positions that require or involve child care or elder care, or in clinical or any other kind of work that involves patient care or contact.
- J-1 visa regulations require that Host Organization provides the following information; please complete:

Dun & Bradstreet number: _____

Federal Employer Identification Number (EIN): _____

Host Organization has:

Workman's Compensation Insurance Policy: Yes___No___

25 or more employees: Yes___No___; if no, how many: _____

Annual revenues of \$3 million or more: Yes___No___; if no, how much: \$_____

Signed, Host Organization

Signed, HTP

Name, position

Name, position