

Host Entity Regulations Training

Intern and Trainee

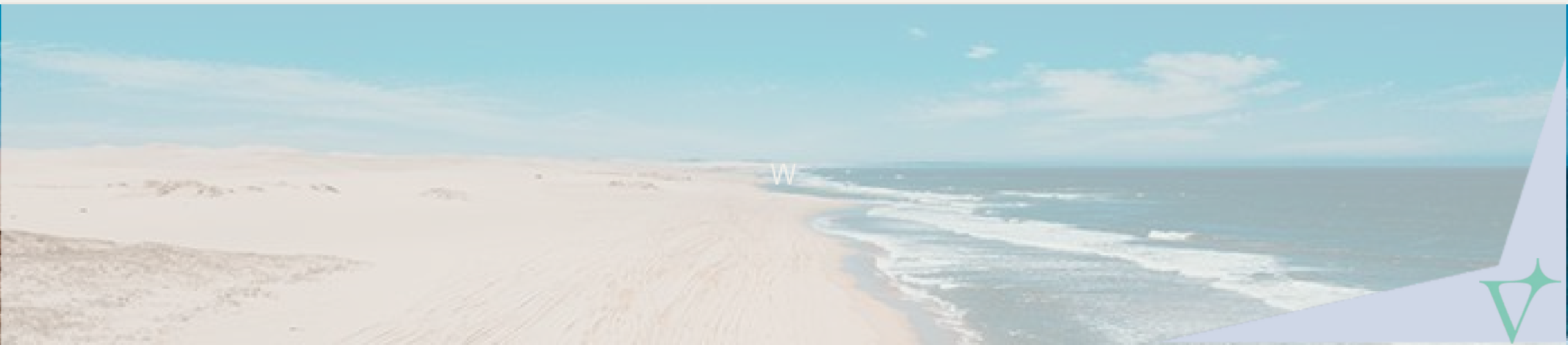
GEOVISIONS



Intern and Trainee Purpose

The purpose of this program is to provide participants:

- Opportunity to enhance skill and expertise in their academic or occupational fields through work-based training and internship program
- Improve participants' knowledge of American techniques, methodologies, and technology
- Increase participants' understanding of American culture
- Enhance Americans' knowledge of foreign cultures and skill through an open interchange of ideas



GeoVisions' Obligations

- Comply with and education all parties on U.S. Department of State J-1 Program Regulations
- Train and provide personalized support to all program participants
- Monitor the safety, health and welfare of each GV-sponsored participant
- Provide effective 24 hour support to all program participants:
1- 888-830-9455



GeoVisions' Approved Designations

- Education, Social Sciences, Library Science, Counseling and Social Services
- Information Media and Communications
- Management, Business, Commerce and Finance
- The Sciences, Engineering, Architecture, Mathematics, and Industrial Occupations





Participant Eligibility

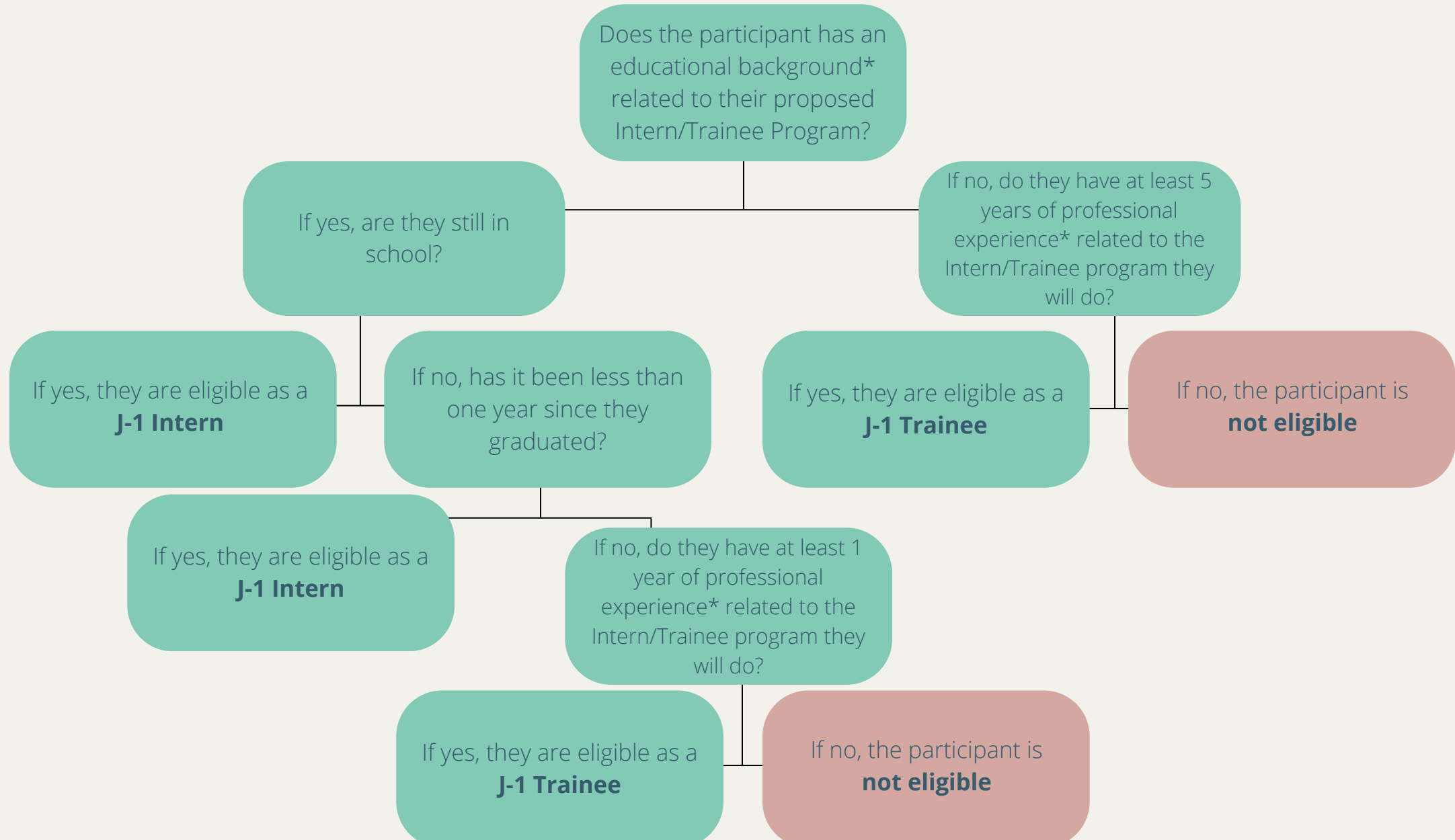
| Intern | Trainee |
|--|---|
| Currently enrolled in a post-secondary degree or certificate program | Have a degree or professional certificate from a foreign post-secondary academic institution and at least one year of prior work experience |
| OR | |
| Graduated from a post-secondary degree or certificate program no more than 12 months prior to the program start date | OR Have five years of work experience in the occupational field |
| 12 month maximum duration | 18 month maximum duration |

All related work experience must be acquired outside of the United States
Please see Eligibility Flow Chart on the next 3 pages



Eligibility Flow Chart

*All educational and professional experience must be outside of the US



Placement Regulations

- Must provide opportunity for training and growth as outlined in the developed training plan in the related field of study/occupation
- Access to suitable, affordable housing and reliable, affordable, and convenient transportation
- Provides opportunities for regular communication and interaction with U.S. citizens, and allow participants to experience U.S. culture
- Provide minimum of 32 hours a week of training

Program Exclusions

- No unskilled or casual labor positions
- No cooperating, contracting or being involved in any way with **Staffing/Employment Agencies**
- No positions that include child care or elder care, clinical or any kind of work that involves patient care or contact
- No more than 20% clerical work
- 2nd placements are not allowed, including any secondary training not provided by the host entity

Training Plan

Training Requirements (DS7002/Training and Internship Placement Plan):

- Define role and tasks
- No duplication of prior work experience or training and must be related to the participant's field of study/occupation
- Expose to American techniques, methodologies, and technology
- Expand upon the participants' existing knowledge and skills.
- Details "training", not "work"
- Continuous on-site supervision
- 32 hour minimum per week (not average)
- Intern training plans 12-month maximum, Trainee 18-month maximum

More Intern/Trainee Reminders

Repeat participation:

J-1 Intern to J-1 Intern = No wait period

J-1 Intern to J-1 Trainee = Must wait 2 years

J-1 Trainee to J-1 Trainee = Must wait 2 years

*For repeat participants, training plan must show advancement from previous placement

Host Entity Obligations and Responsibilities

- Have sufficient resources to provide specified training on the Training Plan; staff, equipment etc.
- Provide continuous on-site supervision
- Ensure Training Plan is being followed
- Conduct periodic evaluations (programs longer than 6 months must complete a mid-point and final evaluation)
- No displacing of American workers
- Sign completed DS-7002 (Training Plan forms)
- Notify GeoVisions of any concerns/emergencies, changes in TIPPs
- Abide by all federal, state and local laws
- Submit required documentation for partnership with GeoVisions(see next slide)

Required Documentation

- ❑ Host Entity Agreement for Current Year/ Program
- ❑ Business License
- ❑ Worker's Compensation
- ❑ Employer Identification Number (EIN)
- ❑ Job Offer document
- ❑ Training Plan (TIPP)
- ❑ Completed Regulations Training (this document)



Site Visit Requirements

GeoVisions must complete a Site Visit for Host Entities that meet all the following criteria:

- Have not previously participated in the program with GeoVisions AND
- Has fewer than 25 employees OR less than \$3 million in annual revenue



Participant Requirements in Country

SEVIS Check-in

Participants must register in the SEVIS system within 3 days of arrival

Monthly Check-ins

Monthly Check-Ins are mandatory and a requirement of the U.S. Department of State

Updates to Contact Information

Notification must be made to GeoVisions within 10 days of any changes to address, email or phone number

Mid-Term Evaluation

For programs longer than 6 months, participants and supervisors must complete the online mid-term evaluation

Cultural Activities

Participate in cultural activities:

- Celebrate a holiday
- Volunteer
- Try local foods
- Attend nearby events

Final Evaluation

Participant and supervisors must complete the online final evaluation



Accommodation/ Arrival Assistance

- Host Entities must provide safe and affordable housing leads in the area
- There must be safe and affordable transportation that is easily accessible to participants to get to/from Host Entity's site of activity
- Assisting participants in the Social Security appointments is strongly recommended



Insurance Reminders

- GeoVisions provides limited health insurance required by J-1 program regulations to each participant as part of our program fee. *We are not the insurance provider.
- Insurance covers the duration of each program, in accordance with the dates listed on each participant's DS2019 form.
- It is always advised to call the insurance provider before and after seeking medical attention. Please review important insurance details with all participants prior to departure for the U.S.



Acknowledgment Form

I understand adding my signature below confirms I have sufficiently read the information above and understand the program regulations for the Intern and Trainee programs.

Agreed to:

EXECUTED this day ____ of _____, 202 ____ For the Program Year of 20____

Host Entity Name: _____

POC Signature: _____

POC Print Name: _____

Address: _____

Phone Number: _____

Email address: _____

