

# Host Entity Regulations Training

Intern and Trainee

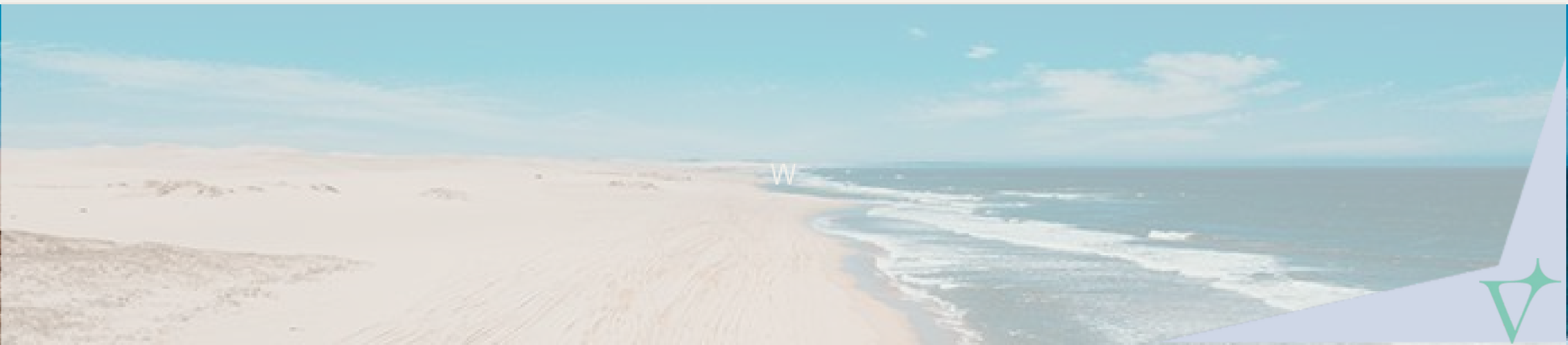
GEOVISIONS



# 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

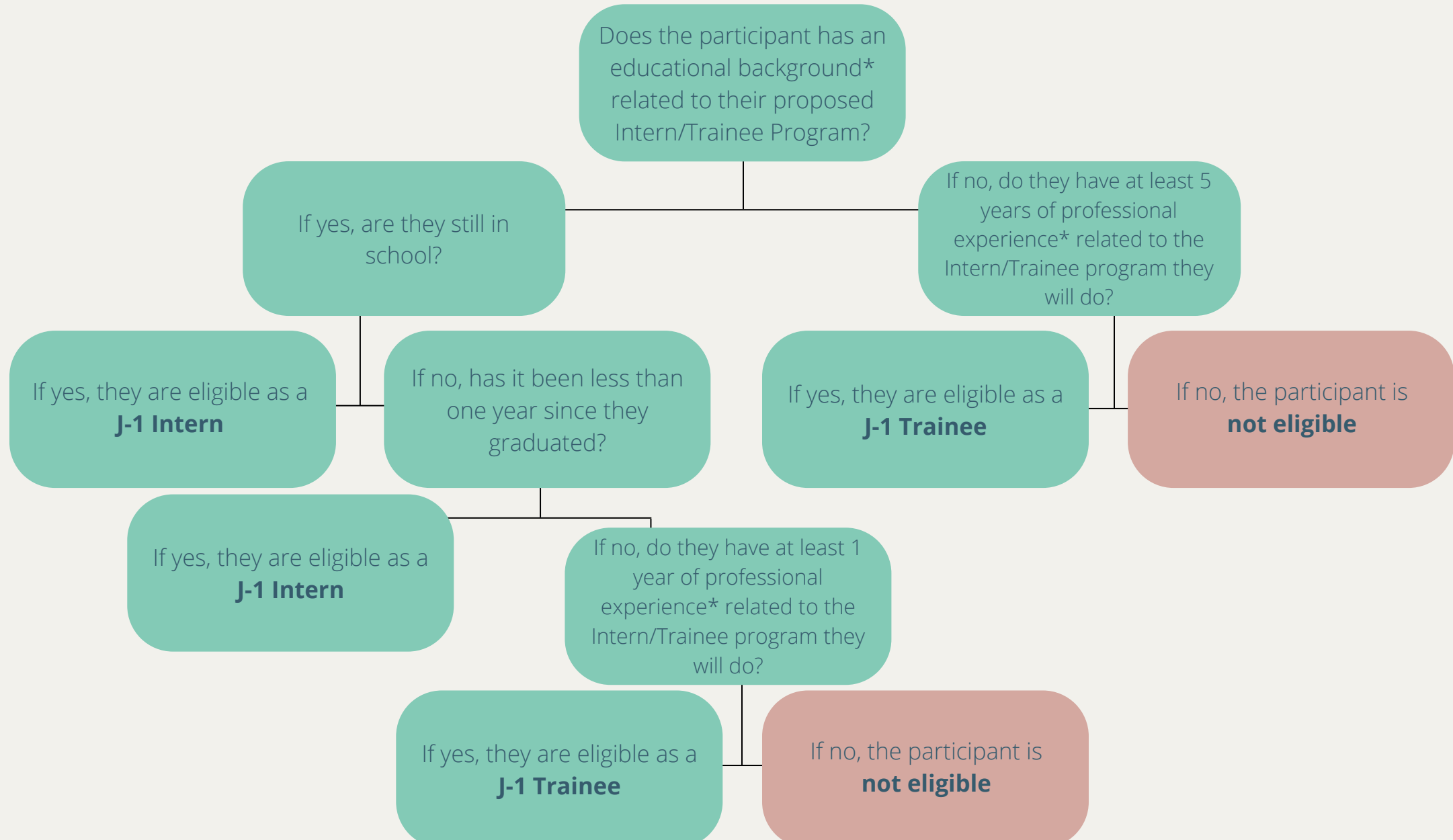
Intern	Trainee
Currently enrolled in a post-secondary degree or certificate program	Have a degree or professional certificate from a foreign post-secondary academic institution and at least one year of prior work experience
<b>OR</b>	<b>OR</b>
Graduated from a post-secondary degree or certificate program no more than 12 months prior to the program start date	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 TIPP's
- 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 \_\_\_\_:

Host Entity Name: \_\_\_\_\_

POC Signature: \_\_\_\_\_

POC Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

