

# **J-1 Cultural Exchange Program**

Host Organization Orientation



# Purpose of the J-1 Program

The U.S. Department of State's Exchange Visitor Program furthers foreign policy interests of the United States by increasing the mutual understanding between the people of the United States and the people of other countries by means of mutual educational and cultural exchange experiences.



# Your Role as a Host Organization

As a J-1 Host Organization, you offer work-based training/internship or research opportunities, to exchange visitors in their field of study or profession. Their J-1 program not only helps them enhance their existing skill set but also enables them to learn new processes, procedures, and methodologies, which can facilitate their professional growth back in their home country.

By hosting an exchange visitor in your organization, you create an opportunity to blend the best ideas from two nations: the United States and the exchange visitor's home country. This experience enables the exchange visitor to return home with new skills and a greater appreciation for the people of the United States, its culture, and its processes. At the same time, your organization benefits from greater knowledge and appreciation for the exchange visitor's country and customs. This exchange of ideas and culture is the foundation of people-to-people diplomacy.



# The Role of the American Immigration Council

The American Immigration Council (The Council) is responsible to the U.S. Department of State (DOS) for ensuring the exchange visitor receives the internship, training, and research opportunities as outlined in our application platform, the Form DS-7002 for Intern/Trainee programs, Letter of Intent for J-1 Research programs, and SEVIS. In addition, the Council must ensure compliance with all DOS and government agency regulations concerning the exchange visitor's stay in the United States.

The Council accomplishes this by maintaining regular and direct communication with both the exchange visitors and the U.S. host organizations throughout the period of their J-1 program. Thus, the Council must have current contact information for the exchange visitor's supervisor, as well as work and residential contact details for each J-1 participant.



# Program Exclusions - 22 CFR 62.22(j)

*Program exclusions.* Sponsors designated by the DOS to administer J-1 programs must not:

- Place exchange visitors in unskilled or casual labor positions, in positions that require or involve childcare or elder care; or in clinical or any other kind of work that involves patient care or patient contact, including any work that would require exchange visitors to provide therapy, medication, or other clinical or medical care (e.g., sports or physical therapy, psychological counseling, nursing, dentistry, veterinary medicine, social work, speech therapy, early childhood education).
- Place exchange visitors in positions, occupations, or businesses that could bring the J-1 Exchange Visitor Program or the U.S. Dept of State into notoriety or disrepute.
- Engage or otherwise cooperate or contract with a Staffing/Employment Agency to recruit, screen, orient, place, evaluate, or train trainees or interns, or in any other way involve such agencies in an Exchange Visitor Program training and internship program.
- Issue a T/IPP (i.e., Form DS-7002) for any exchange visitor for which the duties involve more than 20 per cent clerical work.
- The training program opportunity cannot be used to displace a U.S. employee.





# Form DS-7002, Training/Internship Placement Plan

- Form DS-7002, also referred to as the Training/Internship Placement Plan (TIPP), is a controlled U.S. Department of State controlled document. It plays a vital role in facilitating communication and collaboration within the network of individuals engaged in J-1 Cultural Exchange Training Program under the Intern, Trainee, or Student Intern program.
- The TIPP serves as a comprehensive tool for outlining the training objectives, responsibilities, and activities that participants will undertake during their stay in the United States. It ensures that the program adheres to the necessary requirements and aligns with the overarching goals of the exchange visitor program.
- By providing a structured framework, the TIPP helps both program sponsors and participants understand their roles and expectations. It acts as a guide for planning and implementing a well-rounded and meaningful training experience. The document contributes to the success and compliance of the exchange visitor program, fostering cultural exchange and professional development opportunities. [§62.22(i)(1)].

**NOTE:** For the J-1 Research Scholar Category, a (TIPP) is not required. Instead, the U.S. Host Organization should submit an invitation letter signed by the applicant. This letter should encompass key details such as the research's purpose and activities during the scholar's stay, funding sources, the scholar's qualifications, experience, and expertise relevant to the J-1 Research Scholar program, and a commitment to adhere to all J-1 visa regulations and requirements. This comprehensive letter is vital for program compliance and successful scholar placement.



# Program Overview - Goals

- Provides exchange visitors with an opportunity to temporarily live in the United States, participate in educational or occupational training programs, and share their exchange experiences.
- Further U.S. foreign policy objectives & strengthen international ties.
- Disseminate knowledge.
- Provide exchange visitors the opportunity to engage broadly with Americans and to build a reciprocal relationship.
- Build support for the U.S. with people around the world and reinforce U.S. economic growth.



# Cultural Activities

As a U.S. host organization, you must offer cultural activities for the Exchange Visitors on property with your organization. A cultural activity is defined as “An activity designed to promote exposure and interchange between exchange visitors and Americans so as to increase their mutual understanding of each other's society, culture, and institutions”. 22 CFR 62.2

Examples of cultural activities include the following:

- Attending professional networking events or conferences
- Participating in community volunteer events
- Attending local sporting events
- Joining an American Family for a National Holiday celebration
- Participating in team building events or after-hours social outings
- Visiting local amusement park or festivals





# Program Supervisors

The Main Program Supervisor (POC), Primary Phase Supervisor (PPS), and Secondary Supervisor(s) as noted on the Form DS-7002 or Letter of Intent are responsible for overseeing exchange visitors at site of internship, training, or research.

The supervisor(s) responsibilities include the following:

- Ensure that J-2 program is followed as outlined on the Form DS-7002 or Letter of Intent.
- Complete all mandatory program evaluations as provided by the Council.
- Offer orientation to exchange visitor(s) to include an introduction to the host organization's business culture, specific company procedures, payroll, taxes, housing, transportation, etc.
- Abide by all federal, state, and local occupational health and safety laws.
- Respond promptly to all calls or emails from the Council.
- Report the following the Council immediately:
  - Any deviations from or changes to the J-1 program.
  - Any situation that involves the exchange visitor's health, safety, or welfare.
  - Any issues with the exchange visitor's performance in the J-1 program.

**NOTE:** Failure to inform the Council of any issues impacting the exchange visitor's J-1 program might adversely impact their continued participation in the program with the U.S. host organization.



# Trainee/Intern Qualifiers

## Trainee:

An exchange visitor participating in a structured and guided work-based training program in his or her specific occupational field who has either:

- 1) A degree or professional certificate from a foreign ministerially-recognized post-secondary academic institution and at least one year of prior related work experience in his or her occupational field acquired outside the United States; Or
- 2) Five years of work experience in his or her occupational field acquired outside the United States.

Duration: Up to 18 months

## Intern:

An exchange visitor participating in a structured and guided work-based internship program in his or her specific academic field who either:

- 1) Is currently enrolled full-time in and actively pursuing studies at a foreign ministerially-recognized degree- or certificate-granting post-secondary academic institution outside the United States; Or
- 2) Graduated from such an institution no more than 12 months prior to the exchange visitor program begin date reflected on Form DS-2019.

Duration: Up to 12 months

NOTE: The proposed training program and the exchange visitor's background must correlate.



# J-1 Research Scholar Qualifiers

A J-1 Research Scholar is a visiting researcher from a foreign country, possessing at least a bachelor's degree with relevant experience in the intended research field, and who has gained approval to enter the United States from their J-1 visa program sponsor and/or U.S. Consulate. The Research Program Duration ranges from 3 weeks to 5 years.

The following conditions apply:

- Must not be eligible for a tenure track position.
- Must not have taken part in and concluded a research scholar initiative within the last 24 months prior to the initiation of their new program.
- Must not have engaged in a J-Visa program for any portion of the 12-month period directly preceding the initiation date of a research scholar program, unless they satisfy one of the subsequent exemptions:
  - The participant is currently engaged in a research scholar program and intends to move to another institution within the United States to continue their existing J-1 program.
  - The participant's previous physical presence in the U.S. under a J-visa program was shorter than six months in duration.



# Questions

Remember we serve as a partner with you in the exchange visitor's J-1 program experience. We are here to help. Please contact us at any time with questions you may have about the J-1 Exchange Visitor Program or your responsibilities as a U.S. host organization.

For more information, contact us at:

[J1Program@immcouncil.org](mailto:J1Program@immcouncil.org)

Or

+1 (202) 507-7532

