

# AIPT J-1 Visa Exchange Programs Employer Offer of Training Instructions and Fees

The following information should assist you in completing the IAESTE United States Offer of Training form. Please complete all items on the Offer of Training fully, as the information you provide is essential for the screening and selection of a well-qualified candidate for your internship position. **Please return the form electronically. The signature page must be authorized with an original signature, but may be faxed or scanned.**

## Employer Information

1. **Dun & Bradstreet identification number:** Academic institutions, government entities and family farms are not required to submit this information. For more information, or to apply, please visit [www.dnb.com](http://www.dnb.com).

## Qualifications of Student:

1. **Field of Study/Specialty:** Fields of study may include all areas of engineering, architecture, computer science, agricultural science, and the natural and physical sciences (including computer applications of all fields). If a student can use the offer in any one of several fields (i.e. mechanical engineering or electrical engineering or aeronautical engineering), please state the order of preference, if any.
2. **Nationality Preference:** The nationality preference may be stated by "open" (no preference), by geographic region (i.e. Europe, Scandinavia, Latin America), by specific country, or by particular language skills (i.e. German speaker, Spanish speaker). See current IAESTE United States literature for a list of participating countries. If more than one country preference is requested, please list order of preference, if any. Please note that offers are given to only one country at a time, and that country will submit only one candidate at a time for your review.
3. **Nomination Deadline:** Host employers should receive a nomination by April 15 for Offers received before January 10. With Offers submitted outside of the normal exchange calendar (after Jan 10), and with Offers containing special requests, nomination dates may vary. Please indicate (on the Offer of Training form) your latest possible date to review the qualifications of a candidate.

## Training Program Information:

1. **Outline of Training Plan:** A detailed position description, closely following the model outline given on the Offer of Training form, is the single most crucial factor in the selection of a well-qualified candidate. Also, all five areas in the model outline are required by the U.S. Federal Regulations governing the J-1 Exchange Visitor Program. Too much rather than too little information is best, so please provide as much detail as possible. If you will be recruiting an intern for 6-12 months, a multi-phase internship is required by the government.
2. **Maintenance Allowance:** The amount paid to the intern is determined by the employer and is intended to cover the intern's living expenses while training in the United States (usually a national average of \$300 per week). International interns should earn a salary comparable to domestic interns. Interns are responsible for their own travel and free-time expenses. In all cases, at least the prevailing minimum wage as determined by the U.S. Department of Labor must be paid to the participant by the employer. Payment in kind (housing, meals, etc.) may be used to supplement the prevailing minimum wage, but may not be used in lieu of the minimum wage. The wages paid to the intern are not subject to Social Security or unemployment withholding or employer matching. The income tax status of the allowance depends on the intern's home country and the specifics of the internship. Full details on the tax status of the allowance are provided to the employer following acceptance of a nominated intern.
3. **Legal Responsibility:** All interns are admitted to the United States on a J-1 Exchange Visitor visa under the legal sponsorship of IAESTE United States, a program of the Association for International Practical Training (AIPT). All IAESTE interns will remain under IAESTE United States/AIPT's sponsorship for the entire period of their stay in the United States.
4. **Period of Training:** A typical training period is 8-12 weeks during the "summer" months (May through October), although longer training programs are available (maximum training period is 12 months). Many countries have academic calendars that vary from those common in the United States; therefore, students from certain countries may not be available for training until July. Full details by country are available upon request. "Time Frame" may be stated as open (any time of the year), summer months, or as a specific period (i.e. 15 May to 31 August).

**Miscellaneous Information:**

- **Housing:** In areas of the country where an IAESTE Local Committee is present (see [www.iaesteunitedstates.org](http://www.iaesteunitedstates.org) for list), the LC will provide reception services that include meeting the intern at the airport upon arrival, locating housing, identifying transportation options to/from the training location, providing social and community activities, and other miscellaneous benefits. In areas where no LC is present, we ask that each host employer do as much as possible to assist the student in locating suitable housing. As a general rule, it is best to arrange only temporary housing for the first night or two, and make more permanent arrangements after the intern's arrival.

**Fees:**

IAESTE United States asks each host employer to pay a program fee to support administration costs associated with the exchange and visa sponsorship. However, no financial commitment needs to be made until the acceptance of a particular intern.

**2009 Fall Promo: We are pleased to waive the fee for University professors hosting IAESTE interns in support of our academic partners for all applications received by January 11, 2010!**

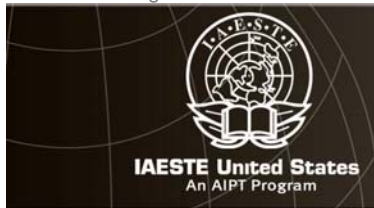
The program fees are as follows:

Length of program:	Program Fee
Up to 3 months	\$1025
3-6 months	\$1525
6-12 months	\$2025

**Financial and Refund Policies:** The program fee is payable upon employer acceptance of a nominated international student. The program fee is non-refundable unless the international student withdraws from the program.

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We look forward to your participation. Please do not hesitate to contact IAESTE United States with questions regarding completion of forms or assistance with training plans.



# AIPT J-1 Visa Exchange Programs

## IAESTE United States

### Employer Offer of Training

#### I. Employer Information

A. Company/Organization Name:

B. Company/Organization Address:

City:

State:

Zip:

C. Training Location (if different from above):

City:

State:

Zip:

D. Official Responsible for Intern:  Dr.  Mr.  Ms.  Mrs.

First:

Last:

Title:

Tel:

Fax:

E-mail:

E. Official to Receive IAESTE Correspondence (if different from above):  Dr.  Mr.  Ms.  Mrs.

First:

Last:

Title:

Tel:

Fax:

E-mail:

F. Number of Total Employees:

Number of Employees in Department:

G. Business or Products:

Website address:

H. Number of Working Hours/Week (32 hours min.):

I. Daily Working Hours: a.m. to p.m.

J. Nearest International Airport(s):

K. Dunn and Bradstreet Number (DNB):

L. Employer Identification Number (EIN):

M. Does your organization have a valid workman's compensation policy?  Y  N

N. Was your organization's prior year's annual revenue greater than or equal to three million U.S. dollars?  Y  N

#### II. Qualifications Required of Student

A. Field of Study/Specialty:

B. Study Level:  Beginning  Middle  End

C. Nationality Preference (if any):

D. Special Requirements (lab experience, computer skills, etc.):

E. Latest Possible Date to Review a Nomination (April 15 unless otherwise stated):

F. Will the intern be subject to a medical exam upon arrival?  Yes  No

If yes, will exam include drug testing?  Yes  No

G. Is passage of medical exam required for the training program to begin?  Yes  No

### III. Program Information

A. Maintenance Allowance: \$ \_\_\_\_\_ per hour

B. Payment Schedule (e.g. weekly, monthly):

C. Minimum Number of Weeks of Training:

Maximum Number of Weeks of Training:

D. Within this time frame (e.g. June 1 – September 1):

E. Training/Internship Placement Plan

An acceptable Training/Internship Placement Plan must contain information on how the intern will accomplish objectives (*i.e. classes, individual instruction, shadowing, etc.*). If intern will be completing multiple phases, each phase must build upon the previous phase to show a progression in the training/internship. **A separate copy of this section must be completed if multiple phases will be completed and multiple phases are required for placements lasting 6-12 months.**

How many phases will take place in this training/internship plan?

Please outline, using the prompts and questions below, each phase of the training/internship plan. Continue on separate page if necessary.

Name of Phase

What is the intern's roll during this internship placement (or phase of the placement)?

Please provide a list of the specific tasks and activities to be completed during this phase of the internship:

What are the goals or objectives of this internship placement (or phase of the placement)?

Please list the knowledge, skills or techniques that the intern will gain during this internship placement (or phase of the placement):

How will the intern be evaluated during the program? How will the intern be supervised during the program?

### IV. Intern Accommodations

A. Is there an IAESTE Local Committee in your area (see [www.iaesteunitedstates.org](http://www.iaesteunitedstates.org) for LC locations)?  Yes  No

B. Can employer assist intern in finding housing?  Yes  No

C. What means of transportation are available locally?

D. Estimated monthly cost of rent \_\_\_\_\_ and estimated total expenses \_\_\_\_\_

E. Are cafeteria facilities available?  Yes  No

F. AIPT, the parent organization of IAESTE United States, is a nonprofit 501(c)(3) organization. Its operational costs are not entirely covered by fees. If you are interested in supporting IAESTE's purpose to enhance global competencies and increase mutual understanding, please consider supporting IAESTE today. You may include a check payable to AIPT Organizational Advancement with your application. Donations to IAESTE are tax-deductible as charitable contributions. Thank you for your support.

Please check a box to indicate your contribution level:  \$1000  \$500  \$250  \$100  other: \$ \_\_\_\_\_

**Program Terms and Conditions**

*(In order for IAESTE United States/AIPT to approve for a participant to train at your organization under IAESTE United States/AIPT sponsorship, you must accept the responsibilities and obligations listed below. Your signature means that you understand and agree to the conditions as stated. This is considered a binding agreement between IAESTE United States/AIPT and your organization.)*

**HOST EMPLOYER OBLIGATIONS AND RESPONSIBILITIES**

Read and initial or check the statements below to indicate acceptance and agreement. Please also sign the application before sending to IAESTE United States/AIPT.

*I agree to the following conditions:*

- I affirm that this application and Training/Internship Placement Plan truly reflect the content of the on-the-job training being extended to the international exchange visitor participant.
- I understand that IAESTE United States/AIPT, and not the company or organization that I represent, is the legal sponsor of this program and of this exchange visitor.
- I certify that: sufficient physical plant, equipment, and trained personnel will be dedicated to providing the specified on-the-job training; the training/internship program is not designed to recruit and train aliens for employment in the United States; and the participant will not displace a full-time or part-time employee of the business.
- As a host employer, I understand that compliance with federal, state, and local labor and wage regulations with respect to the international exchange visitor is my responsibility.
- I agree to immediately notify IAESTE United States/AIPT by phone or e-mail, and then by signed letter, of any circumstances that differ from the statements made in this application. Any changes that affect the participant and accompanying dependents will be submitted to IAESTE United States/AIPT **in advance** for approval. Such changes include, but are not limited to, location or program, content of program, length of program, and maintenance wages paid.
- To the best of my knowledge, the participant intends to enter the United States for practical training and does not intend to abandon his/her non-immigrant status. I will not encourage nor assist the exchange visitor participant to stay in the United States beyond his/her program end date, which is the end date shown on the Certificate of Eligibility document governing the participant's admission and stay in the United States. I certify that I will not assist in any way to help a participant change visa categories. I further understand that 12 months is the maximum time allowed for internship programs under the J-1 visa.
- I agree to respond to any requests by IAESTE United States/AIPT concerning my organization's participant(s) in a timely manner and to complete any paperwork, including program evaluations prior to the end of program, as required by IAESTE United States/AIPT.
- I understand that IAESTE United States/AIPT has the right to withdraw sponsorship from any exchange visitor participant whose host organization does not comply with the AIPT-sponsored program, compelling that participant to leave the country, and to deny all future applications from that employer.
- I understand that in the case of a visa denial, a partial refund of the program fee (50%) is due after the Certificate of Eligibility is returned to IAESTE United States/AIPT. If the Certificate of Eligibility is not returned to IAESTE United States/AIPT, then IAESTE United States/AIPT reserves the right to withhold additional funds or to refuse a refund request. All refund requests must be received by AIPT within 60 days of program start date.
- The Parties [persons or entity named in this application] agree that arbitration is the required and exclusive forum for the resolution of any and all disputes between them. Read the entire arbitration agreement on our Web site at <http://www.aipt.org/Programs/Apps/Arbitration+Agreement.htm> or request a copy be sent to you by contacting us at 410.997.2200.**

**By checking this box, I am indicating that I have read the entire arbitration agreement statement and my signature on this application verifies my agreement to this provision.**

*I understand and agree to the conditions above as set forth in this Host Employer Application. I realize that if I do not fulfill my obligations and responsibilities as stated, IAESTE United States/AIPT will end its sponsorship of my organization's exchange visitor program participant(s).*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Please authorize with an original signature. Faxed or scanned copies are acceptable.*

Full Name (please print): \_\_\_\_\_

Title: \_\_\_\_\_ Company Name: \_\_\_\_\_

*If you have any questions about the above-stated program conditions or other program details, it is important you contact IAESTE United States immediately.*

**Please read IAESTE United States/AIPT obligations below then submit this completed application:**

10400 Little Patuxent Parkway, Suite 250  
Columbia, MD 21044-3519 U.S.A.

fax: 410.997. 5186  
e-mail: iaeste@aipt.org

*To be  
signed by  
IAESTE  
United  
States/AIPT  
personnel.*

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## **IAESTE United States/AIPT (SPONSOR) OBLIGATIONS AND RESPONSIBILITIES**

- IAESTE United States/AIPT has the responsibility to ensure that the third-party host organization complies with all Exchange Visitor Regulations, including assuring adherence to the training plan and periodic evaluation.
- IAESTE United States/AIPT has the responsibility to respond to any inquiries from the U.S. Department of State regarding the Exchange Visitor.
- IAESTE United States/AIPT has the responsibility to report any incidents that would bring notoriety to the Exchange Visitor Program.
- IAESTE United States/AIPT has the responsibility to report all changes of address to the Student & Exchange Visitor Information System (SEVIS).

AIPT ARO  
Signature: \_\_\_\_\_