



International Internships

HOST AN INTERN AT YOUR COMPANY EITHER ABROAD OR IN THE USA

If you are interested in hosting an intern or trainee at your company, we can help you find a qualified applicant or simply help you process the visa for someone you already have in mind. We can arrange this if your company is abroad or in the USA.

If you are a U.S. company, the employer specific requirements are below but basically to qualify you must:

- **Have at least 3 full time employees**
- **Not be a home based business**
- **Offer a paid or unpaid internship in the field of the applicants' degree**
- **Have them work a minimum of 32 hours per week.**
- **Have a current workers compensation insurance policy**
- **Fill out the DS-7002 Training Plan outlining the duties of the intern**
- **Pay the visa and processing fees (or the intern can pay)**

If you have any questions, contact J.J. Hummon (USA coordinator) at 941-375-2214 or jjhummon@international-internships.com

If you have a placement you wish filled, please provide the following:

- **Company name**
 - **Company description**
 - **Contact Person/ Supervisor details**
 - **Internship position details:**
 - **Start and end date (or Rolling if flexible)**
 - **Location**
 - **Duration of the internship**
 - **Pay/ Stipend – if yes how much?**
 - **Position title**
 - **Position description and duties**
 - **Minimum Qualifications or any additional requirements you may have.**
-

USA J-1 Visa Program Employer Requirements

International Internships LLC USA J-1 Visa Program is overseen by the U.S. Department of State. Under the program regulations, employers in our program must:

- Understand that this is not a work program but a cultural exchange opportunity for both the employees of host companies as well as the Interns/Trainees.
- Review, understand, and follow the [federal program regulations](#) for the Intern/Trainee J-1 Visa category.
- Not displace full- or part-time, temporary or permanent American workers.
- Ensure that the positions that Interns/Trainees fill exist primarily to assist Interns/Trainees in achieving the objectives of their participation in the internship/training program.
- Create and sign a **Training/Internship Placement Plan (DS-7002)** and notify International Internships LLC promptly of any concerns about, changes in, or deviations from the DS-7002 during the internship/training program. All proposed changes are subject to approval and must be agreed upon by International Internships LLC, the host employer and the Intern/Trainee.
- Ensure that Interns/Trainees obtain skills, knowledge and competencies through structured and guided activities and training.
- Ensure that Interns/Trainees have sufficient opportunity to be exposed to U.S. customs, culture, methodologies and techniques and that the employer's American staff is exposed to the customs, culture, methodologies and techniques of each Intern/Trainee's home country.
- Be able to provide full-time (minimum of 32 hours/week up to a maximum of 45 hours/week), professional-level positions for interns and trainees.
- Ensure that internships/training programs do NOT involve more than 20% clerical or basic work or include unskilled labor. To see a list of unskilled occupations prohibited by the U.S. Department of State:

Appendix E to Part 62—Unskilled Occupations - For purposes of 22 CFR 514.22(c)(1), the following are considered to be “unskilled occupations”:

- (1) Assemblers
- (2) Attendants, Parking Lot
- (3) Attendants (Service Workers such as Personal Services Attendants, Amusement and Recreation Service Attendants)
- (4) Automobile Service Station Attendants
- (5) Bartenders
- (6) Bookkeepers
- (7) Caretakers
- (8) Cashiers
- (9) Charworkers and Cleaners

- (10) Chauffeurs and Taxicab Drivers
- (11) Cleaners, Hotel and Motel
- (12) Clerks, General
- (13) Clerks, Hotel
- (14) Clerks and Checkers, Grocery Stores
- (15) Clerk Typist
- (16) Cooks, Short Order
- (17) Counter and Fountain Workers
- (18) Dining Room Attendants
- (19) Electric Truck Operators (20) Elevator Operators
- (21) Floorworkers
- (22) Groundskeepers
- (23) Guards
- (24) Helpers, any industry
- (25) Hotel Cleaners
- (26) Household Domestic Service Workers
- (27) Housekeepers
- (28) Janitors
- (29) Key Punch Operators
- (30) Kitchen Workers
- (31) Laborers, Common
- (32) Laborers, Farm
- (33) Laborers, Mine
- (34) Loopers and Toppers
- (35) Material Handlers
- (36) Nurses' Aides and Orderlies
- (37) Packers, Markers, Bottlers and Related
- (38) Porters
- (39) Receptionists
- (40) Sailors and Deck Hands
- (41) Sales Clerks, General
- (42) Sewing Machine Operators and Handstitchers (43) Stock Room and Warehouse Workers
- (44) Streetcar and Bus Conductors
- (45) Telephone Operators
- (46) Truck Drivers and Tractor Drivers
- (47) Typist, Lesser Skilled
- (48) Ushers, Recreation and Amusement
- (49) Yard Workers

- Maintain a full-time on-site employee to intern/trainee ratio of **at least 3:1**. You must have sufficient staff in place to run your business while also providing continuous on-site supervision and training for your interns and trainees.
- Have experienced on-site staff in the Intern/Trainee's field who can provide training and instruction in this field.
- Not require Interns/Trainees to perform duties that require any sort of license or certification.
- Not host Interns/Trainees at a home-based business.
- Abide by all federal, state, and local occupational health and safety laws.
- Abide by all program rules and regulations set forth by InterExchange, including the completion of all mandatory program evaluations.
- Conduct a documented interview with each Intern/Trainee via phone/webcam or in person.
- Have a Federal Identification Number (FEIN)
- Submit proof of an active Worker's Compensation Insurance Policy (certificate or information letter) for the exact location of the internship/training program.
- Ensure that, if offering an unpaid program, it meets the Department of Labor's six criteria for unpaid internships: www.dol.gov/whd/regs/compliance/whdfs71.htm. No unpaid programs should exceed six months—however, unpaid programs longer than 6 months will be evaluated on a case-by-case basis according to the DOL's six criteria and the proposed training – and may be approved.
- Have an English-language website that provides a description and verification of the company's business activities.
- Ensure the Intern/Trainee's supervisor has a business or company email address (cannot be Hotmail, Gmail, etc.).
- Review, sign, and abide by all policies of the Host Employer Agreement Form.
- Consent to a site visit prior to program approval, if required. If your company has fewer than 25 employees and less than \$3 million in revenue, we are required by the U.S. Department of State to perform a site visit prior to approving you for the program.
- Consent to be visited during the Intern/Trainee's program by our staff upon request in order to allow us to perform its monitoring responsibilities as a J-1 Visa sponsor.
- Contact our office immediately in the event of any emergency involving Interns/Trainees.

If you have any questions, contact J.J. Hummon (USA coordinator) at 941-375-2214 or jjhummon@international-internships.com