




ONLINE DS-7002 INSTRUCTIONS FOR HOST ORGANIZATIONS

The Department of State recently released updates to SEVIS, the tracking system for J-1 Exchange Visitors. In conjunction with this release, CIEE has transitioned the DS-7002 to an online format.

Host Organizations will now complete the DS-7002 through CIEE's online portal: <https://exchanges.ciee.org/>

Steps to Completing the DS-7002

1. Receive an email invitation from CIEE inviting you to complete a DS-7002:



DS-7002 TRAINING/INTERNSHIP PLACEMENT PLAN

Dear Supervisor,

CIEE Example DS7002 (electronicDS7002+ciee@gmail.com)

has requested you to be the Primary Supervisor/Primary Point of Contact for their upcoming J-1 Intern/Trainee training program. As the Primary Supervisor, you are responsible for completing the DS-7002 Training Internship Placement Plan.

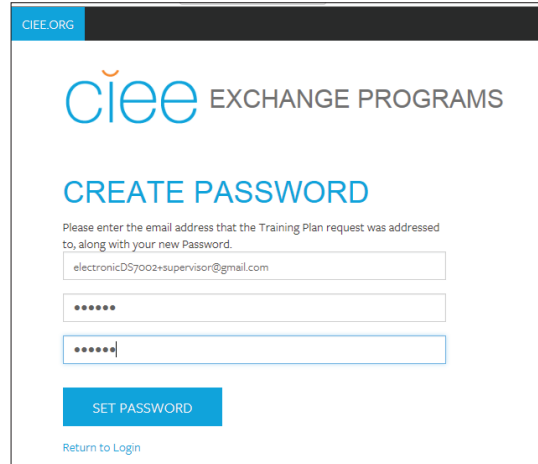
Once you complete some basic information about your organization, you may choose to invite additional Supervisor(s) to complete individual phases of the Training Plan. Your Supervisor will then receive instructions on what they need to do to get things started. You can continue to monitor your DS-7002 Training/Internship Placement Plan's progress through this site. Once your Supervisor has completed the documents, you will receive a notification to login and sign the final version.

Please click the following link to begin completing the Primary Site of Activity information, site of activity and Training Plan:
[Training Plan link](#)

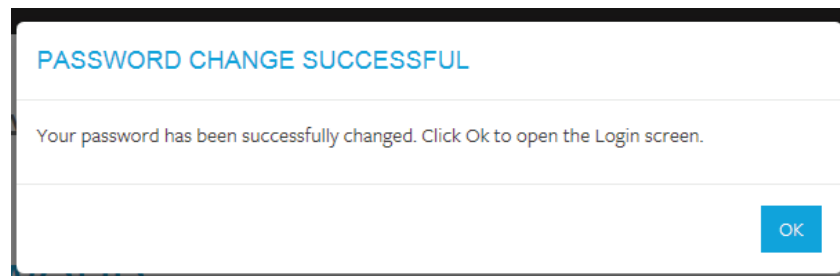
When logging in, your user name is the email address which you received this email. The first time you login, you need to create an individual password of your choosing.

A little background on CIEE and our role: CIEE is a nonprofit organization that facilitates

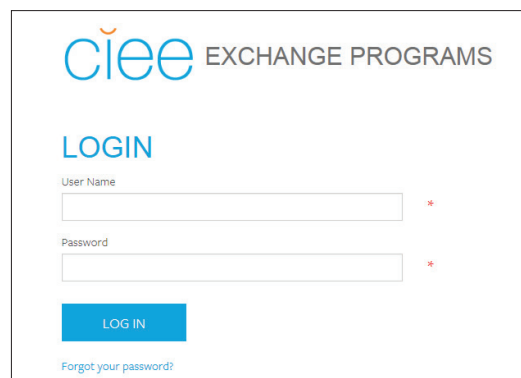
2. Follow the 'Training Plan link.'
3. Using your email address that received the invitation, create a password:



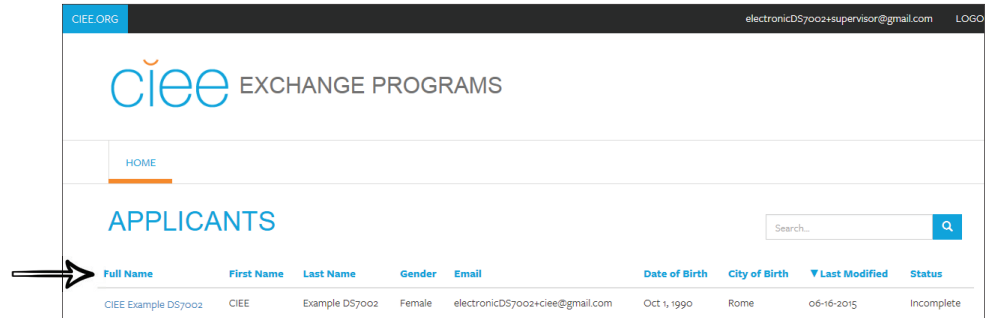
4. Receive the following message and click 'OK' to log in.



5. Log in using your newly created password:

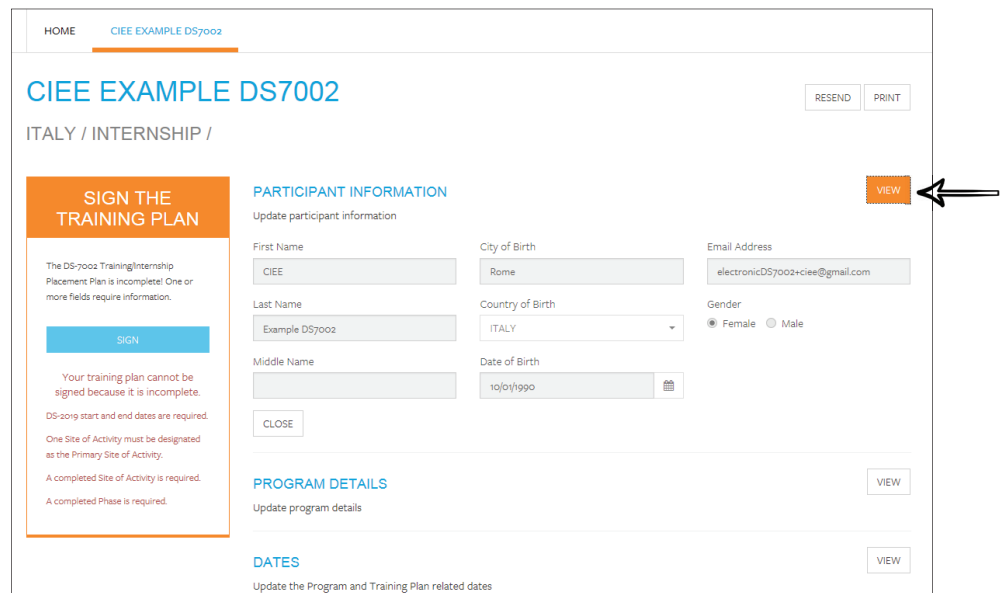


- Once logged in, you will see a list of all Interns/Trainees assigned to you under the header 'APPLICANTS.' Click on the name of the Intern/Trainee you would like to work on.



- On the left sidebar is a list of what needs to be completed. On the right, one can expand the following sections to view additional information by clicking 'VIEW':

Participant information
Program details
Dates



- The main program supervisor should reflect the person overseeing the overall program. There are options to edit the main program supervisor information, to change the main program supervisor, and to resend the email invitation to complete the DS-7002.

MAIN PROGRAM SUPERVISOR/POC

Last name Supervisor's last name	Title	Phone
First name Supervisor's first name	Email electronicDS7002+supervisor@gmail.com	

- Next, click 'ADD SITE OF ACTIVITY' to create the content of the DS-7002:

PLACEMENT PLAN

Each Training/Internship Placement Plan should cover a definite period of time and should consist of definite phases of training or tasks performed with a specific objective for each phase. The plan must also contain information on how the trainees/interns will accomplish those objectives (e.g. classes, individual instruction, shadowing). Each phase must build upon the previous phase to show a progression in the training/internship. Each field must be completed and should include individualized information. Phases cannot be duplicative of a participant's prior experience or of skills developed in previous phases.

- Complete primary site of activity: this information should reflect the physical office location where the training will take place. It is important to validate the address.

PRIMARY SITE OF ACTIVITY

CIEE EXAMPLE

300 Fore Street
Portland, ME 04101

Name *

Street *

Postal Code *

City *

State *

11. Complete the Host Organization details accordingly, noting the following requirements:

- Employer ID Number: 9-digit Employer ID number, also referred to as a Federal Tax ID Number
- Number of FT Employees: list the number of full-time employees company-wide in the U.S.
- Annual revenue: annual revenue of U.S. based branches
- Exchange Visitor Hours Per Week: minimum requirement of 32 hours per week

Web Site Url *	Worker's comp policy *
<input type="text"/>	<input type="radio"/> No <input type="radio"/> Yes
Employer ID Number *	<input type="text" value="If yes, Name of Carrier"/>
<input type="text"/>	<input type="text" value="Policy Number"/>
Number Of FT Employees *	Does your worker's compensation policy cover exchange visitors? *
<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No, exempt
Annual revenue *	<input type="radio"/> No, but equivalent coverage
<input type="radio"/> \$0 to \$3 Million <input type="radio"/> \$10 Million to \$25 Million <input type="radio"/> \$3 Million to \$10 Million <input type="radio"/> \$25 Million or More	
Exchange Visitor Hours Per Week *	Stipends *
<input type="text"/>	<input type="radio"/> No <input type="radio"/> Yes
	<input type="text" value="\$"/> <input type="text" value="If yes, how much?"/> per month

12. Complete the additional primary site of activity details and click 'SAVE':

ADDITIONAL PRIMARY SITE OF ACTIVITY DETAILS

Fax Number	Number of Full-Time Employees Onsite *
<input type="text"/>	<input type="text"/>
DBA (if applicable)	Number Full-Time Employees Companywide in the U.S. *
<input type="text"/>	<input type="text"/>
Year Founded *	Number of employees in department(s) in which Inter/Trainee will be placed *
<input type="text"/>	<input type="text"/>
Parent Company (if applicable)	Number of international Interns/Trainees other than this applicant who will also be training in department(s) *
<input type="text"/>	<input type="text"/>

Non-Monetary Compensation Value

If the host organization will provide any of the following, indicate approximate value for each per month:

Housing *	Board *	Transportation *	Other *
<input type="text" value="\$"/> <input type="text" value="0"/>	<input type="text" value="\$"/> <input type="text" value="0"/>	<input type="text" value="\$"/> <input type="text" value="0"/>	<input type="text" value="\$"/> <input type="text" value="0"/>

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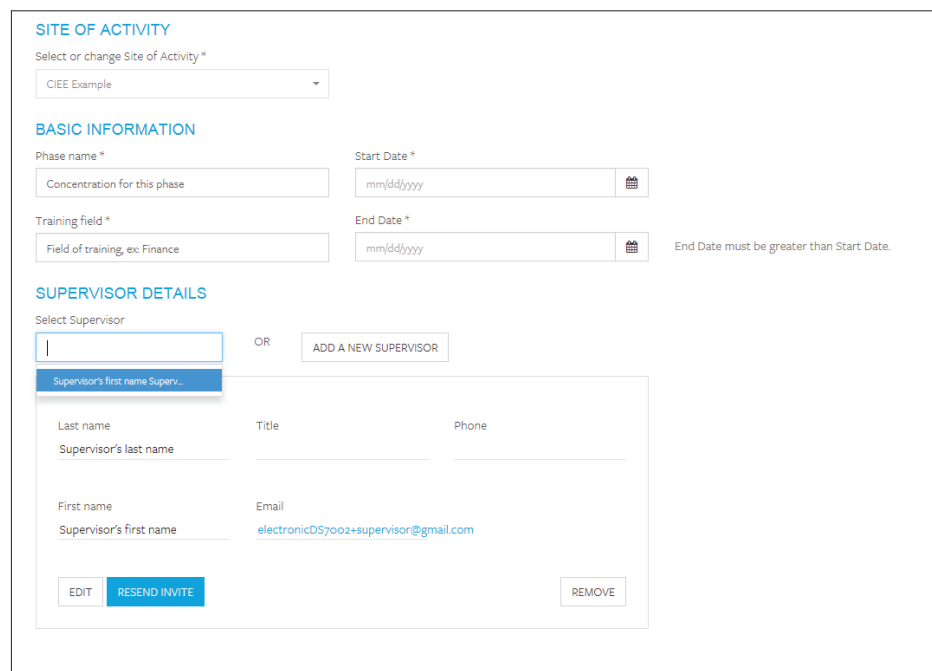
13. A green check mark next to the primary site of activity will indicate that this section is complete. Click 'ADD PHASE' to complete a phase of training. The phase is where you will outline the internship/training plan.



14. Complete the phase information. Phase information serves as the internship/training description and should provide a clear and detailed understanding of the Intern/Trainee's goals and the projects/tasks they will complete to achieve these goals.

Items to note:

- Dates:
 - If the DS-7002 will be one phase, the start date and end date must match the DS-2019 start and end dates provided in the dates section at the top of the page.
 - If the DS-7002 will have multiple phases, the start date of the first phase should match the DS-2019 start date, and the end date of the final phase should match the DS-2019 end date.
- Each phase must have a supervisor assigned to it. This can be the same person as the main program supervisor or a different person that is responsible for the phase of training. Select a supervisor from the drop-down list or click 'ADD A NEW SUPERVISOR.'
- Adding a new supervisor will send an email invitation to the new supervisor to sign-in and complete the phase of the DS-7002 that is assigned to them. Each phase can have the same supervisor, or each phase can have a different supervisor.





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15. Complete phase specifics according to the guidelines below:

PHASE SPECIFICS

Description of trainee/intern's role for this phase *

This should be a broad, high level description of the intern/trainee's role in this phase of training. Think about what the intern/trainee's main responsibilities will be and what role they will fill within your organization. Two or three sentences is fine.

Characters Remaining: 2743

Specific goals and objectives for this phase *

This section should be focused on answering what the training will accomplish for the participant, and not what the participant will do for the company. The training goal(s) need to show what will be learned by the participant. Remember: These are high level goals, and not the details of what will be taught. Provide a minimum of 2-3 goals.

Characters Remaining: 2659

Who will provide daily supervision of the trainee/intern? What are their qualifications to teach the planned learning? *

Please include the supervisor for this phase and the overall supervisor if they are different people. This box should include all supervisor's names, titles, and a brief description of their professional backgrounds. Please also include how the participant will be supervised. You could include how often the supervisor and participant meet, what will be discussed and how it aligns with the objectives of the training. You could also list how and when the participant can access their supervisor.

Characters Remaining: 2500

What plans are in place for the trainee/intern to participate in American cultural activities? *

As a Host Organization, you are responsible for intentionally providing American cultural experiences as part of the training. Provide at least one specific example of a cultural activity that you will facilitate for the participant. Examples include: sporting events, company happy hour, dinner at a coworker's home, movie premier/fashion show, company-sponsored events.

16. Complete the knowledge & skills section according to the guidelines below:

KNOWLEDGE & SKILLS

What specific knowledge skills or techniques will be learned? *

This box should outline what skill and knowledge the participant will gain as they work towards their goals. Add 2-3 sentences or a list to explain the knowledge, skills or techniques related to the field that will be learned by the participant if they achieve the goals of the training.

Characters Remaining: 2712

How specifically, will these knowledge, skills or techniques be taught? *

Include specific tasks/activities (interns) and/or Methodology of training and Chronology/Syllabus (Trainee)

Answer HOW you will conduct the training. Include specific tasks and projects the participant will complete and provide a clear picture of a typical day in this training phase. Be sure that how you train the participant is relevant to what they need to learn.

Characters Remaining: 2741

How will trainee/intern's acquisition of new skills and competencies be measured? *

In this section, we want to see how the supervisor/Host Organization is evaluating the performance of the participant against the goals and objectives stated in this training plan. What metrics will be considered to understand that the training is a success or not? It is important that this evaluation plan is in place and that both the participant and the Host Organization are agreed on this process in order to ensure a successful and measurable outcome to the program.

Characters Remaining: 2526

Additional phase remarks

OPTIONAL: Provide any additional information that is important.

17. Click 'SAVE'!

PHASE SUPERVISOR SIGNATURE

Collaboratively administrate empowered markets via plug-and-play networks. Dynamically procrastinate B2C users after installed base benefits. Dramatically visualize customer directed convergence without revolutionary ROI.

Efficiently unleash cross-media information without cross-media value. Quickly maximize timely deliverables for real-time schemas. Dramatically maintain clicks-and-mortar solutions without functional solutions.

Electronic Signature <i>Not Signed</i>	Email <i>Not Signed</i>	Date <i>Not Signed</i>	SIGN PHASE
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[SAVE](#)
[CANCEL](#)
[DELETE](#)

18. Click 'SIGN PHASE': Read the terms of agreement, scroll to the bottom of the pop-up window, check 'I agree with the above,' and sign.

SIGN PHASE: CONCENTRATION FOR THIS PHASE

Intern that might have an effect on that exchange visitor's health, safety, or welfare;

8. I will notify the Sponsor if I receive information regarding a serious problem or controversy involving the Trainee or Intern named in this T/JPP that could be expected to bring the Department of State, the Exchange Visitor Program, or the Sponsor's exchange visitor program into notoriety or disrepute;
9. I am participating in this Exchange Visitor Program in order to provide the Trainee or Intern named in this T/JPP with training or an internship as delineated in this T/JPP;
10. I certify that this training or internship meets all the requirements of the Fair Labor Standards Act, as amended (29 U.S.C. 201 et seq.) I also certify that training or internships in the field of agriculture meet all requirements of the Migrant and Seasonal Worker Protection Act, as amended (29 U.S.C. 1801 et seq.).
11. I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.


I agree with the above.

Type your name *

Enter the date *

[CLOSE](#)
[SIGN](#)

19. A green checkmark should be next to the name of the phase, indicating that the phase is complete and signed:

Name	Start	End	
 Concentration for this phase	08-01-2015	11-01-2015	VIEW

SITE OF ACTIVITY

Site Of Activity

CIEE Example

BASIC INFORMATION

20. Should you wish to add an additional phase go to the primary site of activity, click 'ADD PHASE,' and repeat steps 14-19.
21. After completing the phase(s), the main program supervisor will complete the top section and sign the training plan:

CIEE EXAMPLE DS7002

ITALY / INTERNSHIP /

SIGN THE TRAINING PLAN

The DS-7002 Training/Internship Placement Plan is nearly complete. The signature of the primary contact for this Host Organization is required.

SIGN

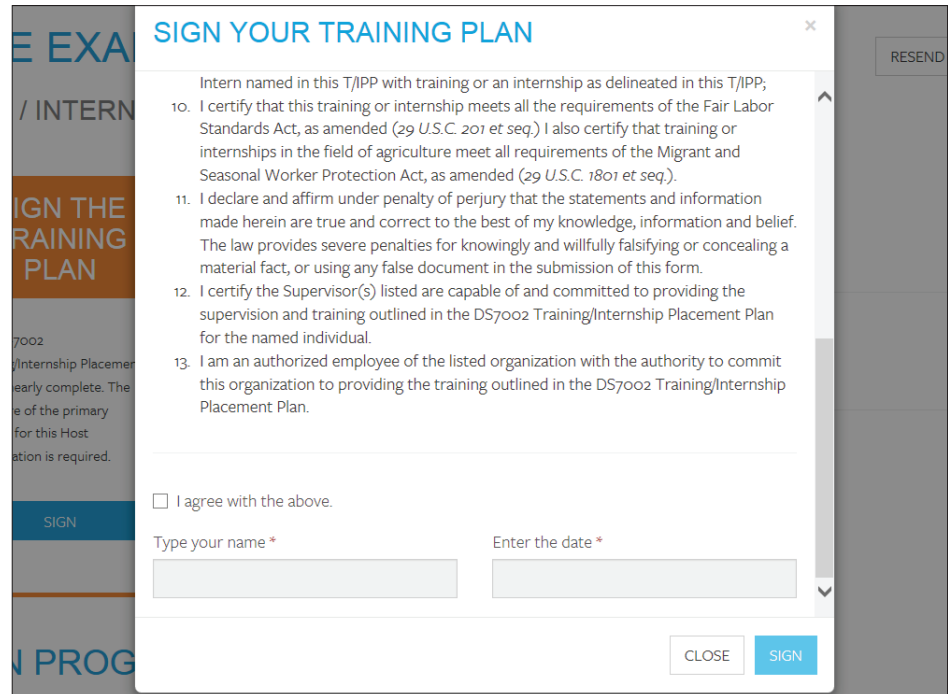
PARTICIPANT INFORMATION
Update participant information

PROGRAM DETAILS
Update program details

DATES
Update the Program and Training Plan related dates

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Read the terms of agreement, scroll to the bottom of the pop-up window, check 'I agree with the above,' and sign.



SIGN YOUR TRAINING PLAN

Intern named in this T/IPP with training or an internship as delineated in this T/IPP;

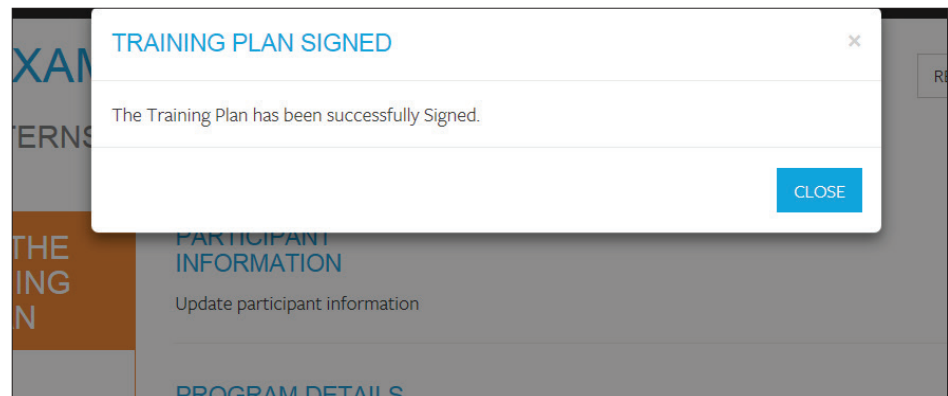
10. I certify that this training or internship meets all the requirements of the Fair Labor Standards Act, as amended (29 U.S.C. 201 et seq.) I also certify that training or internships in the field of agriculture meet all requirements of the Migrant and Seasonal Worker Protection Act, as amended (29 U.S.C. 1801 et seq.).
11. I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.
12. I certify the Supervisor(s) listed are capable of and committed to providing the supervision and training outlined in the DS7002 Training/Internship Placement Plan for the named individual.
13. I am an authorized employee of the listed organization with the authority to commit this organization to providing the training outlined in the DS7002 Training/Internship Placement Plan.

I agree with the above.

Type your name *

Enter the date *

The following message will appear after successfully signing the training plan:



TRAINING PLAN SIGNED

The Training Plan has been successfully Signed.

An automatic email will be sent to the Intern/Trainee inviting them to review and sign the DS-7002.

22. Congratulations! You have successfully completed the DS-7002 Training/Internship Placement Plan.