




ONLINE DS-7002 INSTRUCTIONS FOR PARTICIPANTS

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.

As part of your J-1 Intern/Trainee application, follow the steps below to complete the DS-7002.

Steps to Completing the DS-7002

1. Receive an email from CIEE asking you to invite the primary supervisor at your Host Organization to complete the DS-7002 Training/Internship Placement Plan. Click on the 'Training Plan Link' to get started.



DS-7002 TRAINING/INTERNSHIP PLACEMENT PLAN

Dear InternTrainee Sample,

Thank you for your interest in the J-1 Intern/Trainee Program! To get started on the DS-7002 Training/Internship Placement Plan you need to invite a Primary Supervisor/Point of Contact at your proposed Host Organization to complete this document. Your supervisor will then login and complete some basic information about the Host Organization, as well as complete the phase pages of your training. The phases of your training will outline the skills and objectives of your training program.

To invite your supervisor click the link below:
[Training Plan Link](#)

and fill in the contact information for your Supervisor. 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.

Participant user name:

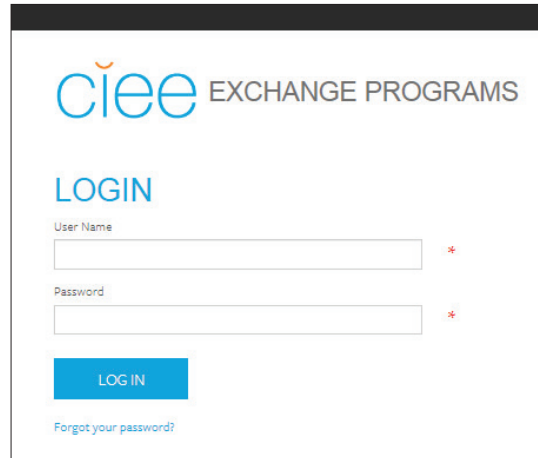
Participant password:

Thank you once again for your interest in the J-1 Internship/Trainee Program!

We are looking forward to supporting your upcoming training experience!

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2. Log in to the CIEE Exchange Programs portal using the log in information provided in the invitation email.



The screenshot shows the CIEE Exchange Programs login page. At the top, the CIEE logo is followed by the text "EXCHANGE PROGRAMS". Below this is a "LOGIN" heading. There are two input fields: "User Name" and "Password", each with a red asterisk to its right. A blue "LOG IN" button is positioned below the fields. At the bottom left, there is a link that says "Forgot your password?".

3. The first screen will show you your program overview. Click on the grey box, either Internship or Professional Career Training, at the top to view the details.



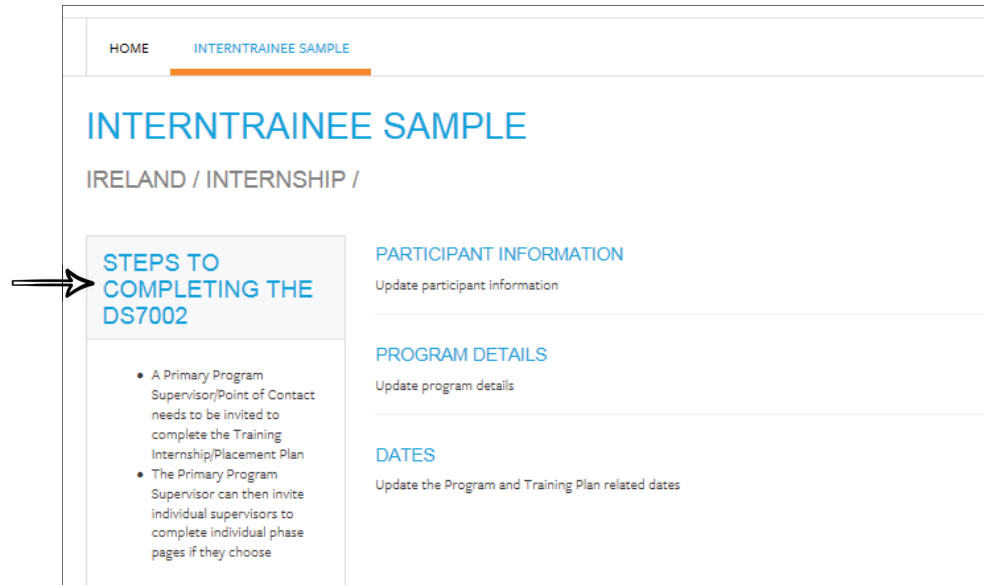
The screenshot shows the "APPLICATIONS" page in the CIEE portal. At the top left, there is a "HOME" link. The main heading is "APPLICATIONS". Below this, there is a grey box labeled "INTERNSHIP 2015" with an arrow pointing to it from the left. Underneath the grey box, there is a table of program details:

Start Date	01 August 2015
End Date	01 November 2015
Host Organization	CIEE Example
Primary Supervisor	Supervisor Last Name

Below the table, there is a section titled "Signed By Participant" with two entries:

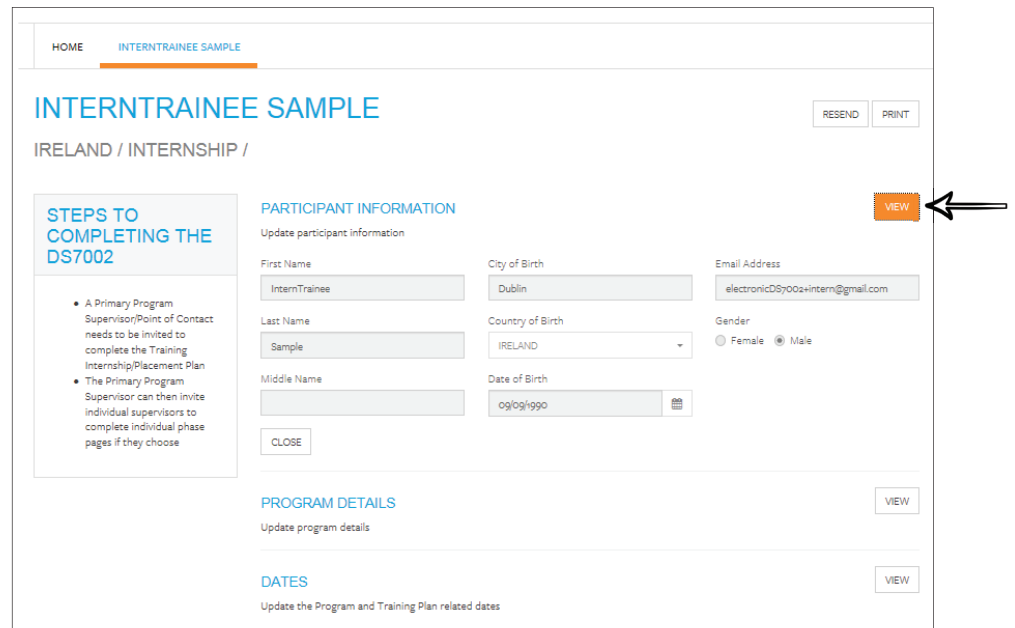
- InternTrainee Sample on 18 June 2015 @ 12:15PM (Last Modified)
- AIC on 16 June 2015 @ 10:48AM (Created)

4. The left sidebar will list the next steps.

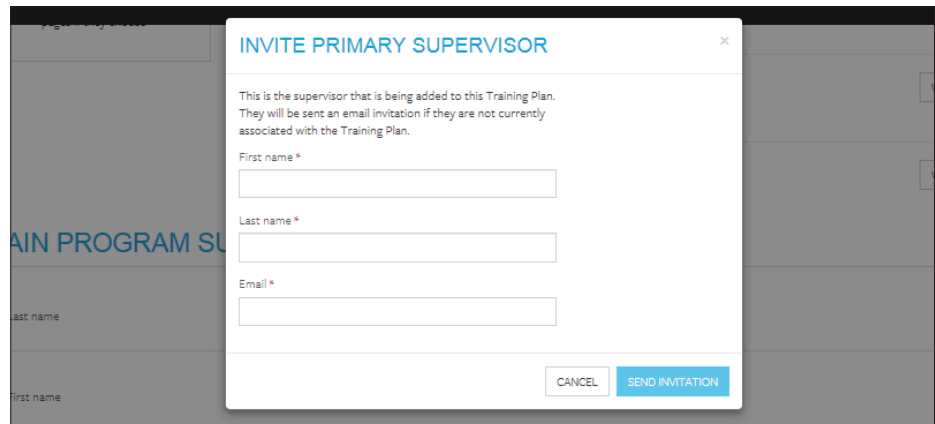


5. On the right, you can expand the following sections to view additional information by clicking 'VIEW.' There are some required fields of information for you to complete in the participant information and program details sections.

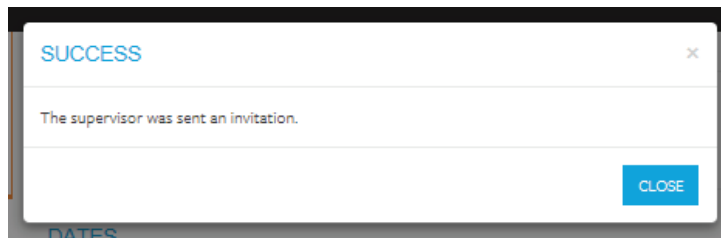
Participant information
 Program details
 Dates



- Next, click 'INVITE' under main program supervisor to invite the supervisor at your Host Organization who will be responsible for completing the DS-7002. Complete the three required fields and click 'SEND INVITATION.' This will send an email to the supervisor inviting them to log in and complete the Training Plan.



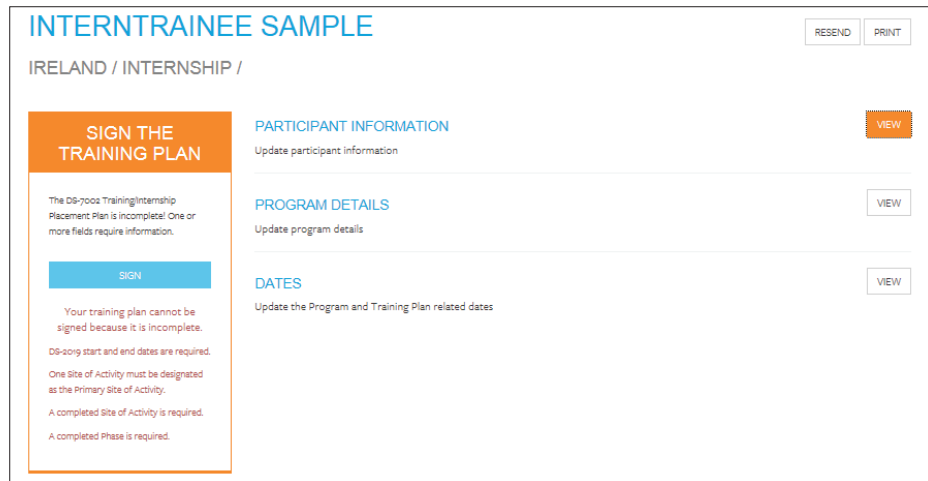
- Receive a message indicating an invitation has been successfully sent to the supervisor.



- If necessary, the main program supervisor contact information can be edited or changed. There is also the option to resend the invitation.



9. After inviting the supervisor, the left sidebar will show the steps the supervisor must complete before you are able to sign the Training Plan.



INTERTRAINEE SAMPLE RESEND PRINT

IRELAND / INTERNSHIP /

SIGN THE TRAINING PLAN

The DS-7002 Training/Internship Placement Plan is incomplete! One or more fields require information.

SIGN

Your training plan cannot be signed because it is incomplete.

DS-2019 start and end dates are required.

One Site of Activity must be designated as the Primary Site of Activity.

A completed site of Activity is required.

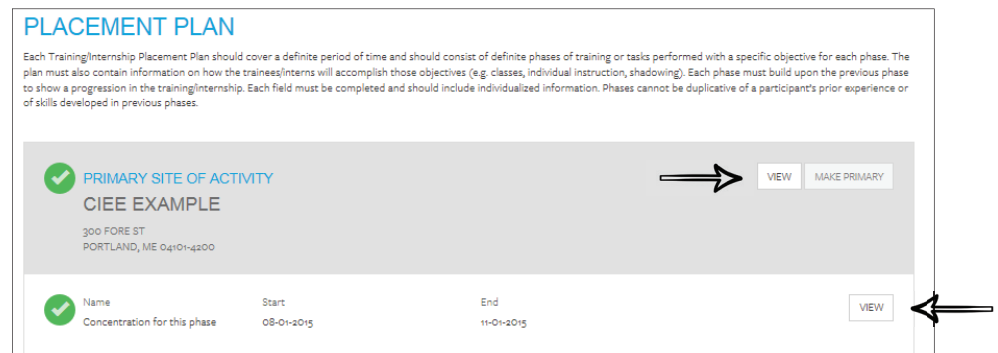
A completed Phase is required.

PARTICIPANT INFORMATION VIEW
 Update participant information

PROGRAM DETAILS VIEW
 Update program details

DATES VIEW
 Update the Program and Training Plan related dates

10. Once the supervisor has completed the DS-7002, you will receive an email notification that the DS-7002 is ready for you to view and sign. Click 'VIEW' in the placement plan section to review the Training Plan. The Training Plan should provide a detailed understanding of your goals and role during the training.



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.

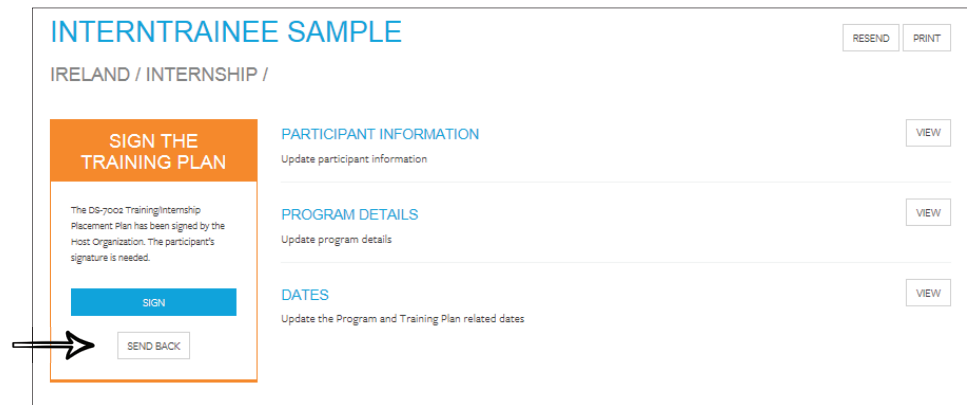
✓ **PRIMARY SITE OF ACTIVITY** VIEW MAKE PRIMARY

CIEE EXAMPLE

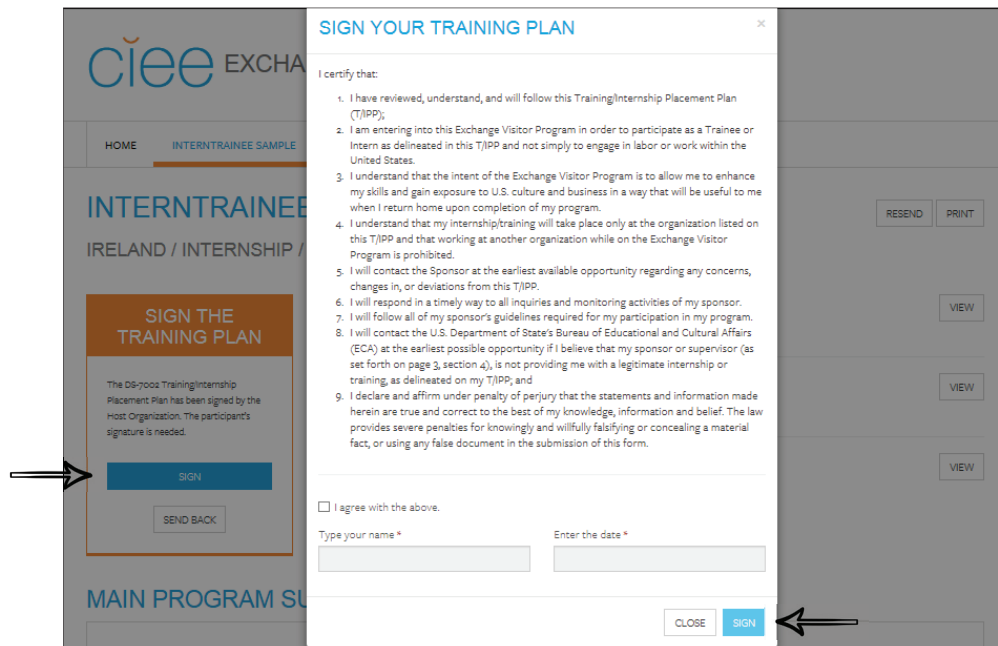
300 FORE ST
 PORTLAND, ME 04101-4200

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

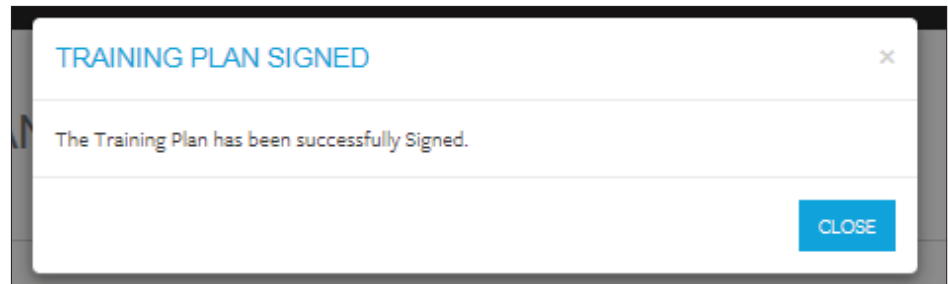
11. While you will not be able to make edits to the Training Plan, your supervisor will. If edits need to be made after reviewing the Training Plan, click ‘SEND BACK’ on the left sidebar, which will open the Training Plan for your supervisor to edit. Please be sure to reach out to your Host Organization to discuss the changes you would like to make.



12. When you are satisfied with the content of the Training Plan, sign the document by clicking ‘SIGN’ in the left sidebar. This will display a pop-up window. Read the terms of agreement and check “I agree with the above.” Enter your full name, the date, and click ‘SIGN.’

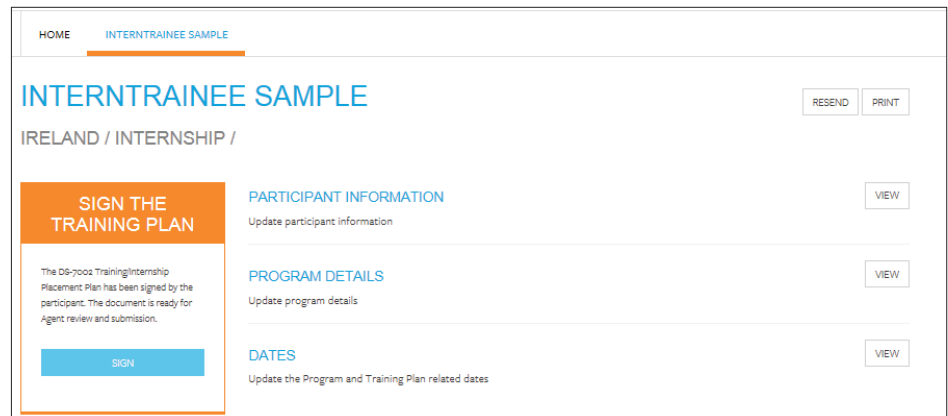


13. Receive the following message:



Congratulations! There is nothing further needed from you regarding the Training Plan at this time. If your Host Organization needs to make edits to your training during the review and vetting of your application, you will receive email notification that you need to re-sign your Training Plan.

14. The left sidebar will indicate that the Training Plan has been signed and that the next step is for the Agent to review and submit the Training Plan to CIEE for processing.



15. Congratulations! You have completed the online DS-7002. For updates on the status of your application please contact your agent.