



Thank you for requesting information regarding AIPT exchange programs. AIPT is a private, non-profit cultural exchange organization devoted to helping qualified individuals gain practical work experience and develop global skills for a culturally diverse world, and thereby foster mutual understanding between people of different nations. AIPT Train USA*, the J-1 trainee and intern visa program, makes it possible for international participants to do on-the-job training in their fields of study or career, while experiencing American society, life and culture in the United States. AIPT has sponsored participants in many career fields for on-the-job practical training programs since 1950.

AIPT is designated by the U.S. Department of State to administer J-1 visa programs in the trainee and intern categories under the provisions of the Exchange Visitor Program. AIPT is thus authorized to act as the legal sponsor of international participants whom AIPT approves to take part in AIPT Train USA, and to issue documents that allow an international participant to apply for the J-1 Trainee or Intern Exchange Visitor Visa at a U.S. Embassy or Consulate overseas.

With a J-1 visa and AIPT sponsorship, a participant may pursue up to 12 months in the intern category or up to 18 months in the trainee category (dependent upon career field) of career-related practical experience in a workplace with a host employer in the United States. As the legal program sponsor, AIPT helps prepare participants for their program experience and provides the necessary documents, as well as monitoring and emergency backup services during the program. Throughout the program, AIPT serves as a resource for both the employer and participant, and ensures program compliance. Upon completion of the trainee or intern assignment, the participant must return home. Ultimately, it is the intent of the program that the participant benefits from the experience in the United States to further his or her career in the home country.

In accordance with the U.S. Federal Register (March 1993/June 2007), the primary objectives of the trainee and intern programs are to enhance the exchange visitor's skills in a structured program and to improve the participant's knowledge of American techniques, methodologies, and business practices within the individual's career field or endeavor. These programs are also intended to help the exchange visitor participant to better understand American society, as well as allow Americans to gain exposure to foreign cultures by interacting with the international exchange visitors in the workplace. **Use of the Exchange Visitor Program for ordinary employment or work purposes is strictly prohibited.**

***Technical Internship Programs**

AIPT is the U.S. affiliate of the International Association for the Exchange of Students for Technical Experience (IAESTE). All technical students applying for programs within the United States with AIPT will automatically become a participant of the IAESTE program. All applications for this program are processed at AIPT.

Any organizations looking for technical interns, or students looking for technical internships, paperwork will be processed through IAESTE United States. Please visit www.iaesteunitedstates.org or e-mail iaeste@aipt.org for more information.

1. AIPT Application Process

To consider a participant for sponsorship, AIPT must first receive a **complete** application, which includes:

- › **Host Employer Application:** Completed by the U.S. host employer. It outlines a training or an internship program, including what the participant will learn during the proposed period, how he or she will benefit from the program, the wages and benefits that are being offered to the participant, as well as other essential information.
- › **Exchange Visitor Application:** Completed by the prospective participant. It lists the participant's educational background, as well as other information necessary to complete the Certificate of Eligibility (please check information regarding the need for partner approval of the *Exchange Visitor Application* form).
- › **Program Fees:** A program fee is required at the time the *Offer of Training/Internship* and/or *Exchange Visitor Application* form is submitted to AIPT. **The fee must be received before the application can be reviewed.**

Processing Time

AIPT's regular application processing time is normally four to six weeks from the time the **complete** application is received. Expedited service is available, and review time for **complete expedited** applications is ten business days **from date of receipt**. Expect additional time for an embassy appointment. Therefore, please choose a start date for your program accordingly. All mailings sent to the participant will be sent to the current mailing address indicated on the *Exchange Visitor Application* form or to the partner organization, as appropriate, for transmittal.

Partner Countries

AIPT has agreements with organizations in various countries. These agreements authorize training/internship opportunities for young Americans going abroad and facilitate the process for participants from these countries. **If the prospective participant is from one of the AIPT Global Partner countries, a registration form from the partner organization may be completed or the *Exchange Visitor Application* form must be submitted to the appropriate partner organization first for approval.** Once the *Exchange Visitor Application* has been approved by our partner, our partner will forward it to AIPT. Please submit the *Host Employer Application* and program fee directly to AIPT, and contact AIPT if you have questions. To expedite this process you may send a **photocopy** of your **complete** application to the Global Partner. Some partners charge additional fees. For more information, please read the *Partner Information* section of these instructions.

EMPLOYER PROCESS

- STEP 1 Employer completes and sends:**
- › Host Employer Application form to AIPT.
 - › Program fee to AIPT (if paid by employer).
- STEP 2**
- › AIPT reviews application to ensure J-1 regulations are met.
 - › **Upon approval, AIPT mails notification to employer.**

PARTICIPANT PROCESS

- STEP 1 Participant completes and sends:**
- › Exchange Visitor Application form to AIPT. (If in a partner country, send to Global Partner instead of AIPT.)
 - › Program fee to AIPT (if paid by participant).
- STEP 2**
- › AIPT reviews application to ensure J-1 regulations are met.
 - › Upon approval, AIPT sends necessary documents to participant or partner.
- STEP 3**
- › Participant takes Certificate of Eligibility to U.S. Embassy/Consulate to apply for J-1 visa (except Canadian citizens).
 - › Participant makes travel arrangements and arrives in United States for training or internship.
 - › Participant notifies AIPT of arrival in the United States.

2. Criteria for Participating in the AIPT Training/Intern Program

PLEASE NOTE: In some circumstances, participants may be subject to a two-year Home Country Physical Presence Requirement (this is decided by the U.S. Consular officer when reviewing the participant's application for the J-1 visa).

All foreign nationals of programs sponsored by AIPT enter the United States in the trainee or intern category of the Exchange Visitor (type J-1) Visa. As a designated "Program Sponsor," AIPT has been granted authority by the U.S. Department of State to conduct practical training and internship exchange programs, subject to regulations that can be found in the *Code of Federal Regulations* (22 CFR 514.13C). AIPT will apply the following criteria, in addition to other specific criteria regarding both the industry in question and the specific training/internship offer, to determine if an applicant is eligible for our programs.

I. Eligibility and Selection of Participants

A. Applicants must be at least 18-years-old **AND**

TRAINEE CATEGORY	INTERN CATEGORY
<ul style="list-style-type: none"> › must have a related degree or professional certificate from a foreign post-secondary academic institution outside the United States AND at least one year of full time prior related work experience in his or her occupational field outside of the United States OR › must have five years of work experience in his or her occupational field outside of the United States › cannot have been unemployed within the past six months › must be working in a related field for the past six months 	<ul style="list-style-type: none"> › must be currently enrolled in and pursuing related studies at a degree- or certificate-granting foreign post-secondary academic institution OR › graduated from such an institution no more than 12 months prior to the start date of the exchange visitor program. AND must be currently enrolled or employed within the past six months.
<p>B. Applicants must have a recent demonstrated career path in the field for which they are requesting an internship or training experience. If the applicant is a student, the field of study must match the field in which training is being offered.</p>	
<p>C. If the applicant's most recent work or educational experience has been outside of his or her home country, AIPT may require that the applicant return to his or her home country to gain additional experience for one year or more, and then apply to the program.</p>	
<p>D. The internship or training experience in the United States must be suitable and appropriate for the individual's level of career development.</p>	
<p>E. No professional recruiters or employment agencies, either in the United States or abroad may be used to recruit or select prospective participants.</p>	
<p>F. The host employer must not intend to assist the participant in remaining in the United States for purposes other than the internship or training assignment or activities appropriate to the program.</p>	
<p>G. The participant must intend to enter the United States solely for the purpose of internship or training and not to abandon non-immigrant status.</p>	
<p>H. Participants must know English well enough to enable them to function in an English-speaking environment, both during the normal work period and non-working hours. This must be verifiable.</p>	

The participant must be medically qualified to perform the specific duties to be assigned.

II. Duration of Stay

A. TRAINEE CATEGORY	B. INTERN CATEGORY
<p>The length of stay for a training program may not be longer than 18 months. Certain restrictions include:</p> <ul style="list-style-type: none"> › Agriculture fields have been limited to a maximum of 12 months. › Hospitality fields have been limited to a maximum of 12 months; all programs longer than six months must have at least three departmental rotations. 	<p>The length of stay for an internship program may not be longer than 12 months for any individual.</p>

- › Regardless of the circumstances or field of business, **programs which are up to 3 months in length can be extended to a maximum of only 12 months.** If your initial program is at least 3 months, it may be possible to extend it up to the full 18 months, depending on the field of training.

III. Content of Training/Internship Program

- A. The training/internship program must provide the participant with a “real life” experience in his or her career field as normally practiced in the United States. Thus, the standard number of working hours per week for the particular industry must be indicated and observed. (Minimum of 32 hours per week.)
- B. The future career development of the individual should be considered in designing the training/internship program.
- C. The program must outline a curriculum for the participant whereby rotations under established timeframes will be provided to allow the participant to gain exposure to various areas.
- D. Related activities supporting the experience, such as attendance at conferences or conventions, participation in short courses, or enrollment in English language training courses may be appropriate in specific cases. Such related activities must be secondary to, and supportive of, the program, and must be approved, in advance, by AIPT.
- E. Participants should be encouraged to seek maximum interaction with American citizens. Interaction should particularly be encouraged with groups such as families, professional societies, trade unions, educational institutions, clubs, and so on.

IV. Financial Responsibility

- A. The wages (“salary”) paid to the participant by the host employer should be comparable to that paid to others with similar education and previous work experience. It is the responsibility of the host employer to comply with federal and state standards for labor and fair wages. In all cases, the host employer must pay the participant at least the prevailing minimum wage, as determined by both the U.S. Department of Labor and State labor laws. Payment in kind (housing, meals, etc.) may be used to supplement the prevailing wage, but may not be used in lieu of the minimum wage.
- B. Payment on the basis of commissions and similar forms of variable amount wages may be used only to the extent that such payments exceed the prevailing minimum wage.
- C. If payments are to be made by third parties instead of by the U.S. employer, AIPT must determine the suitability of such payments. Documentation regarding these payments should be submitted with the application.
- D. All accompanying dependents need to be covered by a health insurance policy that meets the minimum requirements determined by the U.S. Department of State.
- E. Participants on a J-1 visa are not subject to Social Security taxes (FICA) or Federal Unemployment Taxes (FUTA). They are, however, subject to federal, state and local income taxes, and therefore withholding requirements do apply.
- F. Participants are required to obtain a Social Security card regardless of source of training wages, and should file U.S. income tax forms (due no later than April 15th of each year).

3. AIPT Review of Applications

These are some of the questions AIPT considers when reviewing every application. Additional questions may arise based on the circumstances of a particular application.

- › Has the applicant previously participated in a J-1 visa program for a training or an internship?
- › If yes, is this program a progression from the previous experience?
- › Is the host organization simply using the participant as staff or seasonal labor?
- › Is there adequate supervision of the participant?
- › What specific new skills will the participant gain?
- › Is the training or internship program in areas listed on the U.S. State Department’s list of unskilled occupations?
- › Does the training or internship program require more than 20% of the participant’s experience to be spent in clerical activities?
- › Is the wage suitable and sufficient to cover cost of living in the region?

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- › How will the participant be exposed to U.S. culture?
 - › How well does the participant speak, read, and write English?
 - › **Trainee applicants:** Does the applicant have a degree or professional certificate from a post-secondary academic institution outside the United States AND at least one year of prior related work experience in his or her occupational field outside of the United States OR five years of work experience in his or her occupational field outside of the United States?
 - › **Intern applicants:** Is the participant enrolled as a full-time student in a degree- or certificate-granting post-secondary academic institution outside of the United States or recently graduated such an institution (within the past 12 months)? Does the degree relate to the training?
 - › Can the participant demonstrate his or her intention to exit the United States after the program to apply skills learned in the United States to another nation?
 - › Have all questions on the *Host Employer Application* and *Exchange Visitor Application* forms been answered?
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4. AIPT Policies

1. AIPT will not sponsor:
 - › medical or veterinary personnel who have direct patient contact
 - › performing artists
 - › flight training personnel
2. Individuals currently in the United States, or in the country during the recent past, in any visa category other than a B-1/B-2 or visa waiver, must leave the United States for a **minimum of 90 consecutive days** before AIPT sponsorship is possible.
3. No out-of-status individual, regardless of visa category, will be considered for sponsorship.
4. Failure to enter the United States within **30 days** of the internship or training program start date stated on the Certificate of Eligibility will result in cancellation of AIPT sponsorship.
5. AIPT is not responsible for time lost on the Certificate of Eligibility, if and when a participant seeks to obtain J-1 visa status by applying in the United States for a change in visa category.
6. A participant cannot have more than a consecutive 30-day break during the internship or training program and the 30 days cannot be made up or otherwise regained.
7. AIPT **cannot** sponsor individuals who:
 - › In the case of an internship program, graduated from a degree- or certificate-granting post-secondary academic institution more than twelve (12) months before the start date of the program.
 - › In the case of a training program, are currently enrolled as a student.
8. AIPT is prohibited from extending its sponsorship to participants who receive a waiver for section 212(e) of U.S. immigration code.
9. AIPT J-1 sponsorship may be approved for the spouse of any individual currently in, or coming to, the United States on a visa status permitting employment (A-1, A-2, E-1, E-2, F-1, H-1, H-2, H-3, J-1, and L-1). The sponsorship authorization lasts only as long as the principal visa holder's permit to stay, or 12 months, whichever is less.
10. AIPT recommends that participants make flight arrangements from their home country to the United States only **after** they receive the actual visa, as AIPT does not take non-refundable flight arrangements into consideration when issuing documentation.
11. AIPT will expect the program to proceed according to the terms and conditions stated in the *Host Employer Application*. Changes in program terms and conditions are granted only under unusual circumstances and with the advance approval of the Program Director. Without this approval, AIPT sponsorship will be terminated.
12. Copies of all contracts, offer letters, agreements, and similar documents issued by the employer and binding on the participant must be submitted with the *Host Employer Application* to be approved by AIPT.
13. AIPT cannot sponsor individuals in programs that have been arranged by unauthorized recruiters (in the United States or overseas).
14. Advertisements that are used to notify applicants of a particular internship or training opportunities must be translated into English and submitted with the *Host Employer Application* from the host employer.
15. AIPT must have current mailing and street addresses for both the participant and the host employer.
16. All AIPT correspondence is sent directly to program participants and/or partner organizations.
17. AIPT reserves the right to deny sponsorship to any individuals that it does not deem appropriate to sponsor.
18. Regardless of the circumstances or field of business, programs which are up to 3 months in length can be extended to a maximum of only 12 months. If your initial program is at least 3 months, it may be possible to extend it up to the full 18 months, depending on the field of training.

5. J-1 Visa Information and AIPT Sponsorship

AIPT sponsorship allows individuals to apply for a J-1 visa (in the trainee or intern categories) at a U.S. Embassy or Consulate. **AIPT strongly suggests that participants apply for the visa in the country of their citizenship.** The trainee category of the J-1 visa is a non-immigrant Exchange Visitor visa that is valid for up to 18 months, dependent upon the field of training. The intern category of the J-1 visa is a non-immigrant Exchange Visitor visa that is valid for up to 12 months. The non-immigrant status implies that participants do not intend to stay in the United States when the program ends. Participants must agree to these conditions prior to approval by AIPT. If the visa application is denied at the consulate, the participant will not be able to participate in the intended program. If a participant is denied the J-1 visa, he or she must notify AIPT in writing, and AIPT may attempt to contact the U.S. Consulate. **AIPT sponsorship does not guarantee applicants will be granted a visa for the United States.** U.S. consular officers decide which visa applications will be approved.

It is not possible for an individual to obtain a J-1 visa without the support of a sponsor. Sponsors are designated by the U.S. Department of State to issue the *Certificate of Eligibility*, which is the document used by the individual to apply for his or her J-1 visa. Each sponsor has a specific "Program Description" approved by the U.S. Department of State that states the activities that may be undertaken by individuals who are participants in the particular sponsor's program.

The sponsoring organization, in this case AIPT, not the host employer, assumes legal responsibility for the foreign national, as it relates to visa law, for the entire period of the individual's stay in the United States. The employer is responsible for all documentation required by tax or labor laws, such as the I-9, W-2, and so on.

6. AIPT Fees and Refunds

Fees

Program fees are based on program length. Program fee includes medical insurance for all J-1 (primary) applicants during the time period of their program internship dates.

New Employer Fee (\$200)

A mandatory registration fee for all employers who have either never worked with AIPT or who have not yet completed a successful training program through AIPT within the past three (3) years (*a "successful" program is defined by the State Department as a program during which the trainee submits both his/her mid-term and final evaluation*).

This fee covers the research AIPT does to ensure that your company is a legitimate company; to make certain that your company meets the standards that are outlined by U.S. Department of State for all J-1 visa host employers; and to guarantee that you understand your responsibilities as a U.S. host employer to a J-1 visa holder (this includes training, supervision, evaluations to be completed by trainee and supervisor, etc). Once your company has hosted a successful training program, your registration is considered complete and you will not have to pay the mandatory new employer fee again. This fee is non-refundable and cannot be paid by the participant.

Site Visit:

AIPT is also required by the U.S. Department of State to visit any employer who has not previously participated successfully in our programs, and have fewer than 25 employees, OR less than three million dollars in annual revenue. Site visits will occur during the four to six week application review process.

Expedite Options

The application review process (not including exchange visitor interview at the U.S. Consulate) typically takes between four and six business weeks. For those host employers who would like to expedite the application process, AIPT offers:

Expedited Application Review (\$1250)

Expedited application review time for **complete expedited** applications is ten business days **from date of receipt**. A complete application includes a complete and signed host employer application, a complete and signed exchange visitor application, and the fee. *This fee is non-refundable, except as noted in the Expedited Site Visit description below.*

Expedited Site Visit (\$1250)

This fee is only for host employers required by the U.S. Department of State to receive a site visit who wish to have a site visit performed within the 10-business day review time period. Those seeking an expedited site visit must, in addition to the Expedited Site Visit fee, pay for the Expedited Application Review and the New Employer fee. *Should the Expedited Site Visit not occur within ten business days from date of receipt of the complete application, both the Expedited Site Visit and Expedited Application Review fees will be refunded. The New Employer Fee is non-refundable.*

Refunds

Refunds will be issued only when the DS-2019 form is returned to AIPT. All refund requests must be received in writing within 60 days of the program start date. No refund is available after participant obtains a J-1 visa, or if the participant cannot return the DS-2019 form. Refunds will be issued only to the party who paid the fee (credit card payments will be refunded to the credit card account). AIPT reserves the right to withhold additional monies or refuse a refund request.

Fee Type	Fee Amount	Refund— AIPT Rejection, or Withdrawal Before AIPT Approval	Refund— Embassy Denial or AIPT Approved Refund Request
Programs up to 3 months	\$1025*	\$513.00	\$513.00
Programs lasting 3-6 months	\$1525*	\$763.00	\$763.00
Programs lasting 6-12 months	\$2025*	\$1013.00	\$1013.00

Programs lasting 12-18 months (training only; non-agricultural and non-hospitality)	\$2525*	\$1263.00	\$1263.00
SEVIS fee	\$180	\$180	0
New Employer Fee*	\$200	N/A	N/A
Expedited Application Review	\$1250	0**	0
Expedited Site Visit	\$1250	0**	0
Dependent	\$500	\$250	0
Extensions, includes insurance***	\$1250	N/A	N/A
Forms Replacement	\$100	N/A	N/A

*** New Employers are defined as employers who have either never successfully hosted a program through AIPT or have not hosted a program through AIPT within the past three (3) years. The New Employer Fee is non-refundable.**

**** Should the Expedited Site Visit not occur within ten business days from date of receipt of the complete application, both the Expedited Site Visit and Expedited Application Review fees will be refunded. The New Employer Fee is non-refundable. The Expedited Application Review fee is non-refundable except in such case as described above.**

***** Regardless of the circumstances or field of business, programs which are up to 3 months in length can be extended to a maximum of only 12 months. If your initial program is at least 3 months, it may be possible to extend it up to the full 18 months, depending on the field of training.**

7. Before Coming to the United States

- › Unless otherwise agreed upon, participants are expected to cover the costs of international and domestic travel to and from the training location.
- › Most participants will not be paid their wages ("salary") until the end of their first month in the United States; therefore, they should bring a minimum of \$2000 to cover costs for the first month in the United States.
- › Housing varies in style and cost throughout the United States. The host employer will normally provide assistance to participants in locating temporary housing on arrival. The participant assumes responsibility for locating permanent housing for the duration of the program.
- › In the United States, one or two month's rent is required in advance as a deposit on an apartment.
- › Telephone and electrical hookups generally require a monetary deposit when initially connected.
- › Participants should obtain a major credit card (Visa, MasterCard, American Express, Eurocard) before coming to the United States. It is often one of the pieces of identification necessary to write checks, sign leases, rent cars, and more.
- › Although most states in the United States require participants to obtain a state-issued driver's license, participants should consider obtaining an international driver's license prior to coming to the United States.

8. Information for Participants with Dependents

The spouse and minor children of AIPT-sponsored participants, who either accompany the participant to the United States or who join the participant later, must enter the United States in the J-2 visa category. Only the spouse and unmarried children under age 21 are eligible for J-2 status. Other family members are not eligible.

AIPT will provide a Certificate of Eligibility marked "J-2 Dependent" for each family member. Upon entry to the United States, each separate dependent is issued a Form I-94 (Departure Record), indicating the date of entry, visa classification, and authorized period of stay. AIPT recommends that each dependent enter the United States with a separate passport.

Please see ***Frequently Asked Questions Information Guide*** for information about *Employment of J-2 Dependents*.

9. Global Partners and Referral Agencies

(Please visit AIPT's Web site at www.aipt.org for the most current partner contact information.)

AIPT has agreements with organizations in various countries. Therefore, prospective participants must first contact the appropriate office listed below, indicating that they want to participate in an AIPT exchange program. Our partners provide:

- › In-country assistance to applicants
- › Reciprocal positions for Americans going abroad as stipulated by U.S. Department of State regulations regarding J-1 exchange programs.
- › Overseas representation in various overseas organizations

When your application is submitted to AIPT, we will inform you if you need to contact one of our global partners.

GLOBAL PARTNERS – Required Registration; Please see before applying with AIPT.

France

Espace Emploi International
(un Service de l'ANPE et de l'OMI) 48 Boulevard de la Bastille
75012 Paris
France
(No fee.)

Japan

KIKKO
Nagata-cho TBR
Building 10 F
2-10-2 Nagata-cho
Tokyo
JAPAN 100-0014
(Fee required.)

Mexico

AMIPP
Av. Manufactura #8-Bis-Local 16
Plaza Comercial Korfu
Col. Alamos 3rd Seccion
Queretaro, Qro Mexico 76160
(Fee required.)

Switzerland

BFA - Swiss Federal Aliens Office
Emigration and Trainees
Quellenweg 15
3003 Bern-Wabern
SWITZERLAND
(No fee.)

GLOBAL PARTNERS – No Registration Required; Provides assistance with and information about placement in United States

Argentina

Placement Solutions International (PSI)
Moldes 2166 20 A
1428 Buenos Aires
ARGENTINA
(Fee required.)

Brazil

Central de Intercambio (CI)
Praca Charles Miller, 152
01234-010 Sao Paolo
BRAZIL
(Fee required.)

Malaysia

MACEE - Educational Advising Center
8th Floor, Menara John Hancock
No. 6, Jalan Gelenggang,
Damansara Heights
50490 Kuala Lumpur
MALAYSIA
(Fee required.)

Germany

(No Hospitality of Culinary)
ZAV
Villemombler Strasse 76
53123 Bonn
GERMANY
(No fee)

Germany

(Hospitality/Culinary Fields Only)
ZIHOGA
Villemombler Strasse 76
53123 Bonn
GERMANY
(No fee)

Ireland

Inspire Learning
Shop Street
Westport Co Mayo
IRELAND
(No fee)

TECHNICAL STUDENTS

AIPT is the U.S. affiliate of the International Association for the Exchange of Students for Technical Experience (IAESTE). All technical students applying for programs within the United States with AIPT will automatically become a participant of IAESTE program and partner registration may be required. All applications for this program are processed at AIPT.

Any organizations looking for technical interns, or students looking for technical internships, paperwork will be processed through IAESTE United States. Please visit www.iaesteunitedstates.org or e-mail iaeste@aipt.org for more information.

10. Other References

- › AIPT's ***Frequently Asked Questions*** form provides answers to the most common questions about its programs.
- › AIPT's ***Health Insurance Booklet*** provides details about required health insurance coverage for all participants.
- › AIPT's Web site at **www.aipt.org** offers complete information about all aspects of AIPT and its programs. We strongly encourage you to visit the site regularly for the timeliest information regarding our programs.

Code of Federal Register (22 CFR 514.13C), effective 2007, is the code under which AIPT has been granted its authority by the Department of State to conduct international exchange programs.