

Dear Prospective Host Organization,

On behalf of CIEE: Council on International Educational Exchange, thank you for taking an interest in hosting an international intern or trainee. By hosting an international intern or trainee, you give your organization the opportunity to gain the cross-cultural insights necessary to succeed in a globalizing world.

Below you will find answers to frequently asked questions. We hope these will help you better understand who we are, what our programs accomplish, and how easy it is to host an international intern or trainee.

**Who is CIEE?** CIEE is the country's oldest and largest nonprofit study abroad and intercultural exchange organization. [Our role](#) is to review applications for CIEE Internship USA and Career Training USA and to sponsor the J-1 visa international interns and trainees need to travel to the U.S. We do all this under the regulations and guidance of the U.S. Department of State.

**What is the difference between CIEE and the international representative supporting your Intern or Trainee?**

The international representative is an independently owned and operated organization that provides invaluable local support and information about the CIEE Internship USA and Career Training USA programs. The representative assists with the participant application, initial host organization information and embassy-related and pre-departure questions. CIEE is a designated sponsor authorized by the U.S. Department of State for the Internship USA and Career Training USA programs. CIEE ensures that program requirements are met, vets the training plan prior to the embassy visit and issues the DS-2019. CIEE also provides in-country support for the participant and host throughout the program.

**What are Internship USA and Career Training USA?**

Internship USA and Career Training USA are CIEE programs through which we sponsor the J-1 visas international interns and trainees need to participate in professional training opportunities in the U.S.

**What are J-1 visas?** J-1 visas are non-immigrant visas issued by the U.S. Department of State to exchange visitors participating in U.S.-based programs that promote cultural exchange. CIEE Internship USA and Career Training USA meet these requirements.

**Is my organization a good fit for Internship USA or Career Training USA?** It's important that your organization's motivations for hosting an international intern or trainee are in line with the purpose of the program. Generally speaking, hosts are a good fit if they are looking to provide an internship or training opportunity while also enriching their workplace by expanding their diversity.

**How is hosting an international intern or trainee different from a domestic intern or trainee?** Because international interns and trainees are traveling on a cultural exchange visa, there are some [required documents and processes](#) that do not apply to domestic interns or trainees; this includes a detailed [training plan](#), structured supervision, and [opportunities for cultural exchange](#).

**What are the requirements of a host organization?** In addition to the training plan, supervision, and cultural exchange opportunities mentioned above, host organizations are required to cover international interns or trainees under their [workers' compensation policy](#). Host Organizations must also complete a [program evaluation](#).

**What is a Training Plan / DS-7002?** The DS-7002 is a training plan the U.S. Department of State evaluates before issuing international interns or trainees their J-1 visas. Follow this [guide to complete the training plan](#) and/or review this [instructional example](#) of the plan itself. Please note: If your organization works in an industry listed [here](#), you must pay special attention to the industry-specific guidelines.

**Is there a fee associated with hosting an international intern or trainee?** Host organizations are not subject to any CIEE fees for hosting an international intern or trainee. However, there are fees for the participant and some host organizations choose to provide assistance with these.

**I am interested in hosting. What are the next steps?**

- 1) Ask your intern or trainee to invite you to [CIEE's online portal](#).
- 2) [Complete a training plan](#) with your intern or trainee. The international representative may be in touch with you during this step.
- 3) Reply to a brief email or phone call from CIEE to confirm the details of the internship or training position.
- 4) If necessary, participate in a site visit.

Once steps 1-4 are completed, interns or trainees will be ready to arrange a U.S. Embassy interview to secure their J-1 visa and make travel plans.

Hosting an international intern or trainee can be an enriching and rewarding experience for your organization. Thank you for considering being a host for the Internship USA/Career Training USA programs!