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:

   Dear Supervisor,

   Shannon Sample (electronlds7002+example@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 biographical information about your organization
   - Must be the final approver of the DS-7002 Training Plan for your organization
   - Will be the primary contact during the participant’s program

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.

![Password Change Successful]

Your password has been successfully changed. Click **Ok** to open the Login screen.

5. Log in using your newly created password:

![Login Screen]

6. 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.

![Applicants List]
7. On the left sidebar is a list of what needs to be completed. On the right, you can expand the following sections to view additional information by clicking **VIEW**:
   - Participant information
   - Program Details
   - Dates

8. 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. Click **EDIT** to add your professional title and phone number.

9. Next, click **ADD SITE OF ACTIVITY** to create the content of the DS-7002:
10. 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**.

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
12. Complete the additional primary site of activity details (all starred fields are required) and click SAVE:

![Additional Primary Site of Activity Details](image1)

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.

![Primary Site of Activity](image2)
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, as well as the projects/tasks they will complete to achieve these goals.

Items to note:

- **Dates:**
  a. 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.
  b. 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 who 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. Only the person listed as the phase supervisor can sign the phase.
15. Complete phase specifics according to the guidelines below:

**Phase Specifics**
- Description of trainee's role for this phase
  - This should be a broad, high-level description of the trainee's role in this phase of training. Think about what the trainee's main responsibilities will be and what role they will fit within your organization. Two or three sentences are fine.

**Characters Remaining: 120**

- Specific goals and objectives for this phase
  - This section should focus on answering what the training will accomplish for the participant, and not what the participant will do for the company. The training goals need to show what will be learned by the participants. Remember these are high-level goals, and not the details of what will be taught. Provide a minimum of two-three goals.

**Characters Remaining: 155**

- Who will provide daily supervision of the trainee? What are their qualifications to teach the planned learning?
  - Please provide the supervisor for this phase and the overall supervisor. If they are different people, this box should include both supervisor's names, titles, and a brief description of their professional background. You should 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 outcomes of the training. You could also list here and when the participant can access their supervisor.

**Characters Remaining: 184**

- What plans are in place for the trainee's participation in American cultural activities?
  - As 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: opening events, company happy hour, dinner at a coworker's home, movie premiere or fashion show, company sponsored events.

**Characters Remaining: 202**

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

**Knowledge & Skills**
- What specific knowledge or techniques will be learned?
  - This box should outline what skills and knowledge the participant will gain as they work toward their goals. Add 2-3 sentences or a list to explain the knowledge, skills or techniques related to the field that the participant will learn if they achieve the goals of the training.

**Characters Remaining: 159**

- How specifically will these knowledge, skills or techniques be taught?
  - Include specific tasks, activities (Interns) and/or methodology of training and chronology/sequence (Timelines).

**Characters Remaining: 182**

- 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 successful? It is important that this evaluation plan is in place and that both participant and the Host Organization are agreed on the process in order to ensure a successful and measurable outcome to the program.

**Characters Remaining: 202**

- Additional phase remarks
  - OPTIONAL: Provide any additional important information.
17. Click **SAVE!**

![Save button](image)

18. Click **SIGN PHASE**: Read the terms of agreement, scroll to the bottom of the pop-up window, and check “I agree with the above.” Enter your full name, the date, and click **SIGN**.

![Signature page](image)

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

![Checkmark](image)

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, **SIGN THE TRAINING PLAN**:

Read the terms of agreement, scroll to the bottom of the pop-up window, and check “I agree with the above.” Enter your full name, the date, and click **SIGN**.

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

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

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