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/](https://exchanges.ciee.org/)

**Steps to Completing the DS-7002**

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

   ![Image](https://example.com/image1.png)

   **DS-7002 Training/Internship Placement Plan**

   Dear Supervisor,

   Shannon Sample ([example@email.com](mailto:example@email.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 biographical information about your organization as well as the DS-7002 Training Plan.

2. Follow the Training Plan Link.

3. Using your email address that received the invitation, create a password:

   ![Image](https://example.com/image2.png)

   **CREATE PASSWORD**

   Please enter the email address that the Training Plan request was addressed to, along with your new Password.

   [example@email.com](mailto:example@email.com)

   **Password**

   [Password entered here]

   **Set 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.

![Login]

5. Log in using your newly created password:

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.
ONLINE DS-7002 INSTRUCTIONS FOR HOST ORGANIZATIONS

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]

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]

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**ONLINE DS-7002 INSTRUCTIONS FOR HOST ORGANIZATIONS**

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

![Additional Primary Site of Activity Details]

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]
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.

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**SITE OF ACTIVITY**
Select or change Site of Activity •
CEE Example

**BASIC INFORMATION**
Phase name *
Concentration for this phase

Start Date *
09/01/2015

End Date *
10/30/2015

Training field *
Field of training, ex. Finance

**SUPERVISOR DETAILS**
Select Supervisor *

OR

ADD A NEW SUPERVISOR

Last name
Title
Phone

First name
Email
electronicds7002+supervisorcei@gmail.com

EDIT  RESEND INVITE  REMOVE
15. Complete phase specifics according to the guidelines below:

<table>
<thead>
<tr>
<th>PHASE SPECIFICS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of trainee/intern role for this phase</td>
</tr>
<tr>
<td>This should be a broad, high level description of the intern/intern's role in this phase of training. Think about what the intern/intern's main responsibilities will be and what role they will fill within your organization. Two or three sentences is fine.</td>
</tr>
<tr>
<td>Characters Remaining: 2943</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>KNOWLEDGE &amp; SKILLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>What specific knowledge skills or techniques will be learned?</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>Characters Remaining: 2790</td>
</tr>
</tbody>
</table>

| How specifically, will these knowledge, skills or techniques be taught? |
| Include specific tasks/activities (interns) and/or Methodology of training and Chronology/Syntaxis (Trained) |
| 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: 2790 |

| How will intern/intern's acquisition of new skills and competencies be measured? |
| In this section, we want to see how the supervisor/supervisors are 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 participant and the Host Organization are agreed on this process in order to ensure a successful and measurable outcome to the program. |
| Characters Remaining: 2797 |

| Additional phase remarks |
| OPTIONAL: Provide any additional important information. |
| Characters Remaining: 2945 |
17. Click **SAVE!**

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**.

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

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.