

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 Shannon Sample,

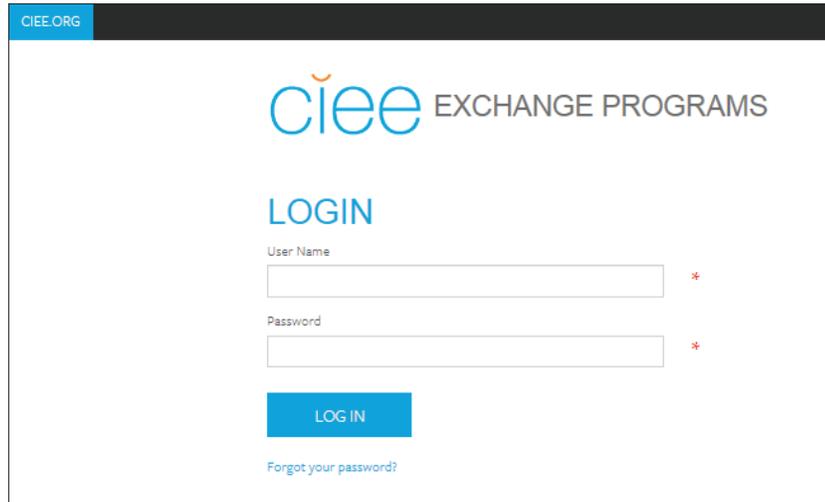
Thank you for your interest in the J-1 Intern/Trainee Program! To get started on the DS-7002 Training/Internship Placement Plan you need to invite a Primary Supervisor/Point of Contact at your proposed Host Organization to complete this document. Your supervisor will then login and complete some basic 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.

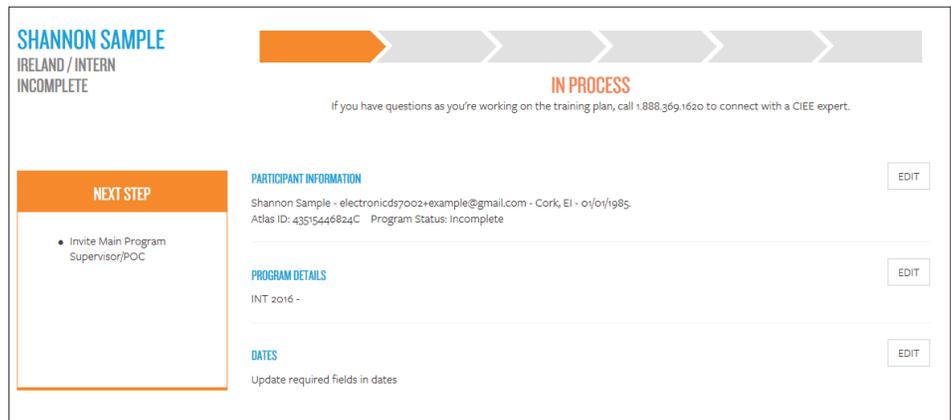
Participant user name: 43515397696C

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



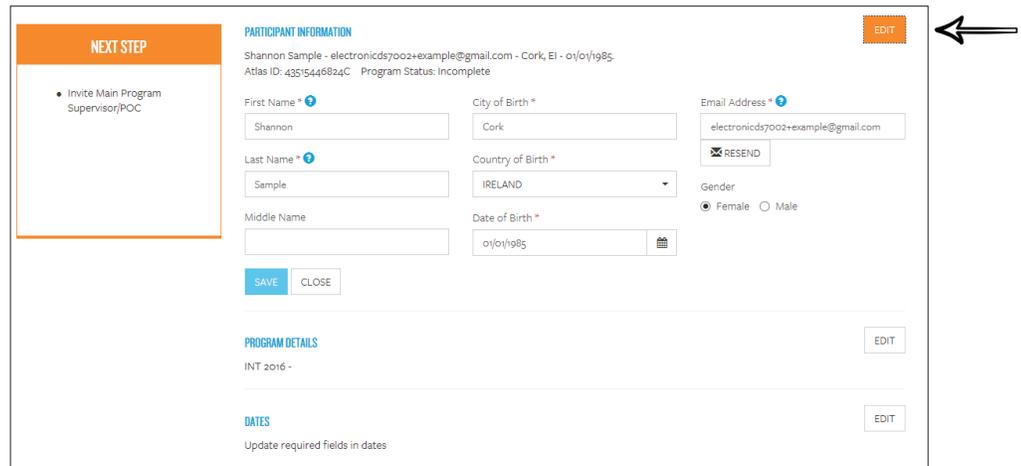
The screenshot shows the CIEE Exchange Programs login page. At the top left, there is a 'CIEE.ORG' link. The main header features the CIEE logo and the text 'EXCHANGE PROGRAMS'. Below this is a 'LOGIN' section with two input fields: 'User Name' and 'Password'. Both fields have a red asterisk to their right, indicating they are required. A blue 'LOG IN' button is positioned below the password field. At the bottom of the login section, there is a link that says 'Forgot your password?'.

3. Once you're logged in, the left sidebar will list the next steps.



The screenshot shows the CIEE Exchange Programs dashboard for a participant named Shannon Sample. The top left corner displays the participant's name 'SHANNON SAMPLE', their role 'IRELAND / INTERN', and their status 'INCOMPLETE'. A progress bar at the top right shows the current step as 'IN PROCESS'. Below the progress bar, there is a message: 'If you have questions as you're working on the training plan, call 1.888.369.1620 to connect with a CIEE expert.' The dashboard is divided into three main sections: 'NEXT STEP', 'PARTICIPANT INFORMATION', and 'PROGRAM DETAILS'. The 'NEXT STEP' section is highlighted in orange and contains a single item: 'Invite Main Program Supervisor/POC'. The 'PARTICIPANT INFORMATION' section shows the participant's name, email address, location, and Atlas ID, with an 'EDIT' button. The 'PROGRAM DETAILS' section shows the program name and an 'EDIT' button. The 'DATES' section shows the current date and an 'EDIT' button.

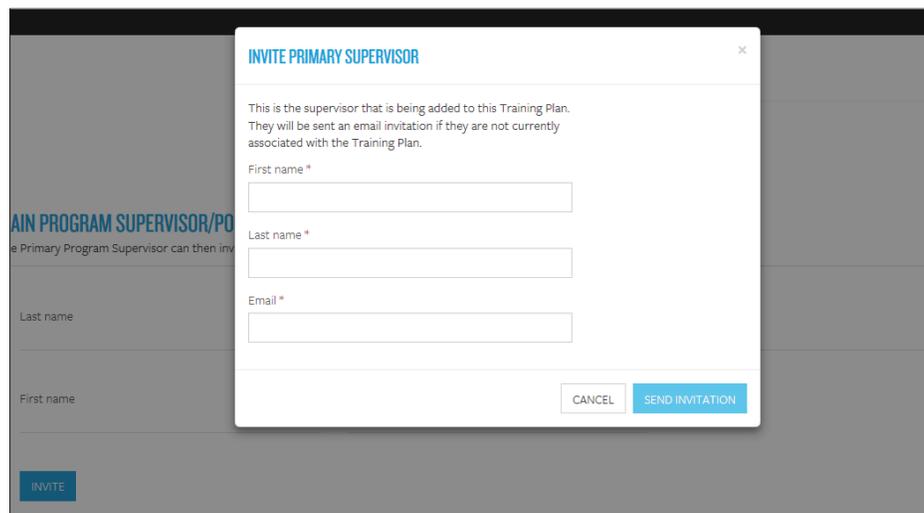
- On the right, you can expand the following sections to view additional information by clicking **EDIT**. There are some required fields of information for you to complete in the Participant Information and Program Details sections.
 - Participant Information
 - Program Details
 - Dates



The screenshot shows a web form with three main sections: PARTICIPANT INFORMATION, PROGRAM DETAILS, and DATES. Each section has an 'EDIT' button to its right. An arrow points to the 'EDIT' button for the PARTICIPANT INFORMATION section. The form contains the following fields:

- PARTICIPANT INFORMATION:**
 - Shannon Sample - electronics7002@example@gmail.com - Cork, EI - 01/01/1985
 - Atlas ID: 43515446824C Program Status: Incomplete
 - First Name * (Shannon)
 - City of Birth * (Cork)
 - Last Name * (Sample)
 - Country of Birth * (IRELAND)
 - Middle Name
 - Date of Birth * (01/01/1985)
 - Email Address * (electronics7002@example@gmail.com)
 - Gender (Female selected, Male unselected)
 - Buttons: SAVE, CLOSE, RESEND, EDIT
- PROGRAM DETAILS:**
 - INT 2016 -
 - Button: EDIT
- DATES:**
 - Update required fields in dates
 - Button: EDIT

- Next, invite your supervisor to complete the Training Plan. 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.



The screenshot shows a dialog box titled 'INVITE PRIMARY SUPERVISOR'. It contains the following text and fields:

This is the supervisor that is being added to this Training Plan. They will be sent an email invitation if they are not currently associated with the Training Plan.

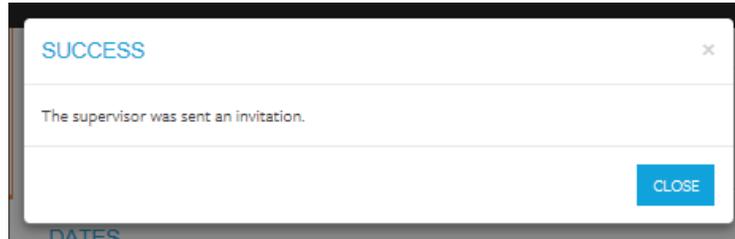
First name * [input field]

Last name * [input field]

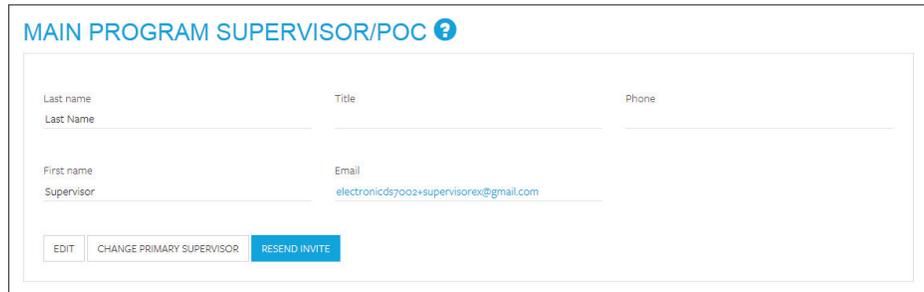
Email * [input field]

Buttons: CANCEL, SEND INVITATION

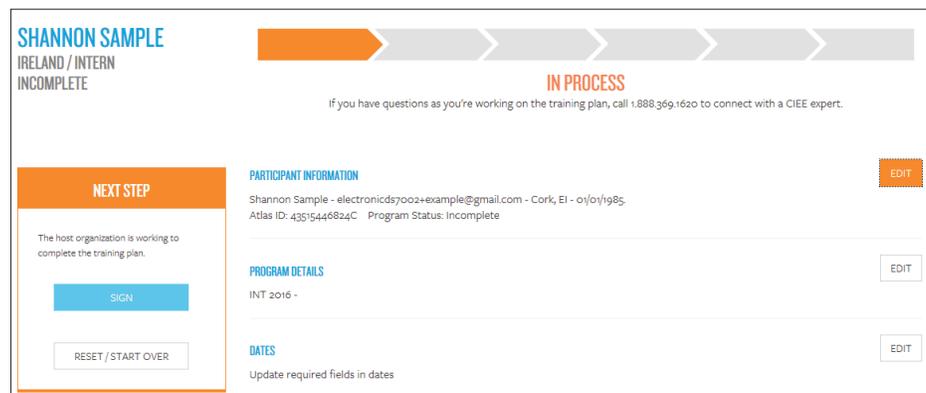
6. Receive a message indicating the supervisor has successfully been sent an invitation:



7. The Main Program Supervisor contact information can be edited or changed. There is also the option to resend the invitation:



8. After inviting the supervisor, the left sidebar will show that the supervisor is working on the Training Plan.



- 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.

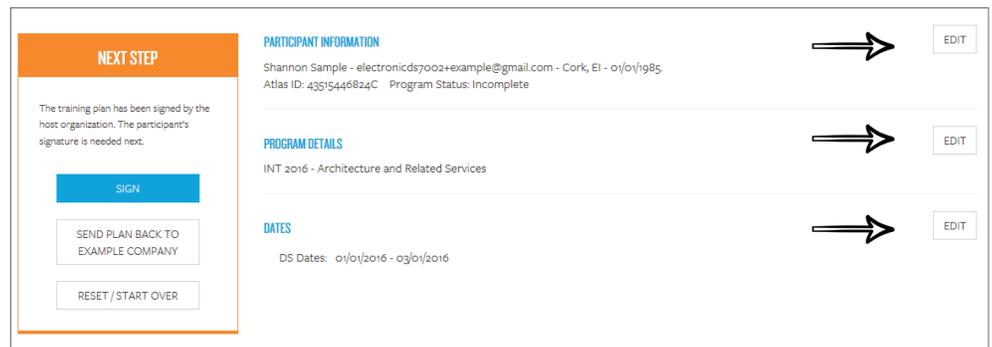


PRIMARY SITE OF ACTIVITY → VIEW

EXAMPLE COMPANY
 300 FORE ST
 PORTLAND, ME 04101-4200

Name	Start	End	→ VIEW
Concentration for this phase	01-01-2016	03-01-2016	

- While you will not be able to make edits to the training plan, your supervisor will. If after reviewing the Training Plan edits need to be made, click **SEND PLAN BACK TO HO NAME** in 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.



NEXT STEP

The training plan has been signed by the host organization. The participant's signature is needed next.

[SIGN](#)

[SEND PLAN BACK TO EXAMPLE COMPANY](#)

[RESET / START OVER](#)

PARTICIPANT INFORMATION → EDIT

Shannon Sample - electronics7002+example@gmail.com - Cork, EI - 01/01/1985
 Atlas ID: 43515446824C Program Status: Incomplete

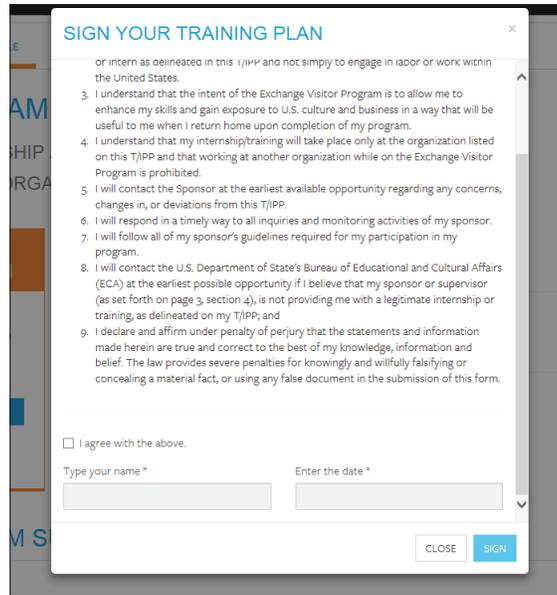
PROGRAM DETAILS → EDIT

INT 2016 - Architecture and Related Services

DATES → EDIT

DS Dates: 01/01/2016 - 03/01/2016

11. When you are satisfied with the content of the Training Plan sign the document by clicking **SIGN** in the left sidebar. This will bring up a pop-up window. 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 and the date and click **SIGN**.



SIGN YOUR TRAINING PLAN

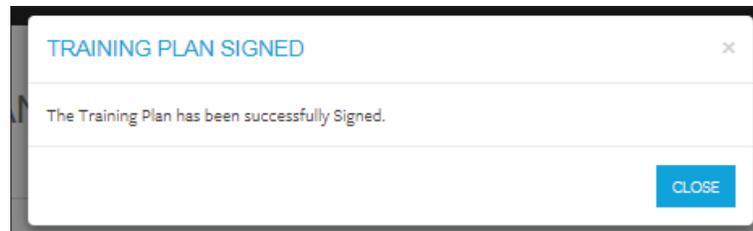
or intern as delineated in this T/IPP and not simply to engage in labor or work within the United States.

3. I understand that the intent of the Exchange Visitor Program is to allow me to enhance my skills and gain exposure to U.S. culture and business in a way that will be useful to me when I return home upon completion of my program.
4. I understand that my internship/training will take place only at the organization listed on this T/IPP and that working at another organization while on the Exchange Visitor Program is prohibited.
5. I will contact the Sponsor at the earliest available opportunity regarding any concerns, changes in, or deviations from this T/IPP.
6. I will respond in a timely way to all inquiries and monitoring activities of my sponsor.
7. I will follow all of my sponsor's guidelines required for my participation in my program.
8. I will contact the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) at the earliest possible opportunity if I believe that my sponsor or supervisor (as set forth on page 3, section 4), is not providing me with a legitimate internship or training, as delineated on my T/IPP; and
9. I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

I agree with the above.

Type your name * Enter the date *

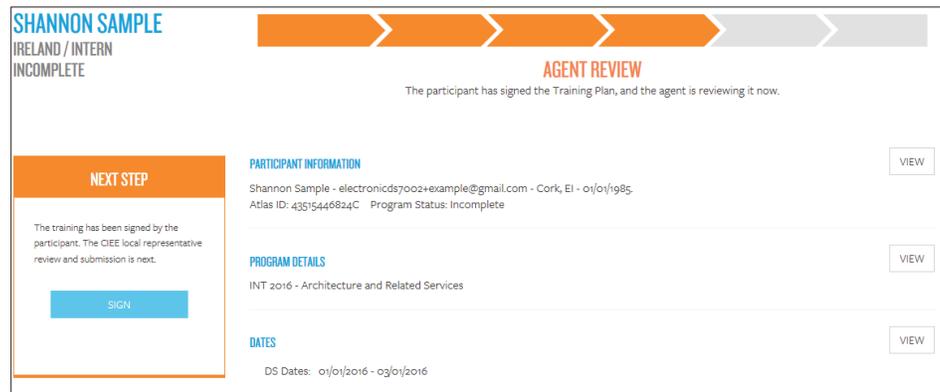
12. Receive the following message:



TRAINING PLAN SIGNED

The Training Plan has been successfully Signed.

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



The screenshot displays a user interface for a participant named Shannon Sample. At the top, it shows the participant's name and status: 'SHANNON SAMPLE IRELAND / INTERN INCOMPLETE'. A progress bar indicates the current stage is 'AGENT REVIEW', with a message stating 'The participant has signed the Training Plan, and the agent is reviewing it now.' On the left, a 'NEXT STEP' box contains the text: 'The training has been signed by the participant. The CIEE local representative review and submission is next.' Below this is a blue 'SIGN' button. The main content area is divided into three sections: 'PARTICIPANT INFORMATION' (with a 'VIEW' button), 'PROGRAM DETAILS' (with a 'VIEW' button), and 'DATES' (with a 'VIEW' button). The participant information includes: 'Shannon Sample - electronics7002+example@gmail.com - Cork, EI - 01/01/1985' and 'Atlas ID: 43515446824C Program Status: Incomplete'. The program details are 'INT 2016 - Architecture and Related Services'. The dates are 'DS Dates: 01/01/2016 - 03/01/2016'.

Congratulations! You have completed the online DS-7002. For updates on the status of your application please contact your CIEE International Representative. If your Host Organization needs to make further edits to your training during the review and vetting of your application, you will receive email notifications that you need to resign your training plan.