



HOST COMPANY Declaration

The undersigned agrees to the following on behalf of the company:

I am the company officer or employee authorized to approve this agreement to provide training for (insert name of trainee/intern)

- The company agrees to provide the training described in the AILF approved Training Plan for the full period specified. The company will provide the activities and assignments, appropriate facilities and equipment, and guidance of qualified personnel to facilitate the achievement of the training objectives by the trainee/intern.
- The company agrees to provide financial support as specified on the Trainee/Intern Financial Support and Budget page.
- The company agrees to notify AILF within 3 business days if deviating from the approved Training Plan.
- The company agrees to enroll the international trainee or intern in Workers' Compensation Insurance.
- The company agrees to the general purpose and goals of the J-1 visa program: to bring to the United States qualified international trainees or interns for a period not to exceed 18 months to provide appropriate training in American business practices and methods and to promote the general interest of international exchange. The company agrees that representatives of the company may not in any way assist the trainee/intern to continue the stay in the United States after the expiration of the J-1 visa status without first leaving the country.
- The company guarantees the trainee/intern will not be used to fill labor shortages nor be placed in any position that would otherwise be filled by U.S. residents as full or part-time employees. The company attests that the J-1 visa is not being sought to train and subsequently hire the foreign national in the United States.
- The company agrees to be responsible for orientation to both the company and the local community following the guidelines given in the AILF Host Company Handbook.
- The company understands that AILF, as the visa sponsor, is responsible to monitor compliance with J-1 visa regulations, the execution of the Training Plan, and AILF policies. Neither the Training Plan nor the trainee/intern's placement can be changed without AILF approval. AILF may require modification of the Training Plan, a change of host training site, or terminate visa sponsorship if AILF staff determine the J-1 regulations, the Training Plan, or AILF policy are not being followed.
- The company agrees to cooperate fully in fulfilling program evaluation procedures, including the timely submission of all evaluations required by AILF. Failure to submit required evaluations may result in the termination of the trainee/intern's J-1 visa sponsorship.
- The company understands that to meet its program monitoring obligation, AILF may visit the training site (with or without advance notice).
- The company agrees to report any trainee/intern related problems, changes in the trainee/intern's supervision, and other pertinent information, including exact arrival, departure, and travel date plans, to AILF in timely fashion, usually considered to be 5 business days.
- The company agrees to provide continuous supervision to the trainee/intern.
- The company agrees to adhere to all Federal, State, and Local regulations regarding payroll taxes, insurance, and background screening.
- The company understands that AILF has no authority over the issuance of the J-1 visa, and that issuance of J-1 visas is the sole responsibility of the State Department's consular posts abroad. The company agrees to AILF policy regarding fee refunds in the event of a visa denial.
- The company understands that the trainee/intern is not an ordinary employee. Should the company be unable or unwilling to complete the training program, or should the Training Plan be completed before the time period specified, the situation will be discussed with AILF staff before any action is taken to terminate the trainee/intern's position at the company. The company understands that AILF, not the company, is responsible for the trainee/intern's J-1 visa status in the United States.
- The company agrees to allow AILF to use the company's name for promotional purposes.
- The company attests to the accuracy of the information in this application. It is understood that AILF reserves the right to deny or terminate sponsorship of the trainee/intern's J-1 visa status should information be found to be inaccurate or incomplete at any future point.

This application, including all sections and attachments, represents the complete training agreement. It is filed by the company and trainee/intern with the request that AILF consider the application for approval and, if approved, AILF will issue the necessary documents and sign the AILF Declaration.

Signature, Company Officer or Employee

Printed Name of officer or Employee

Title

Date

Telephone Number of Officer or Employee signing

E-Mail address for Officer or Employee signing



EXCHANGE VISITOR Declaration

By signing below, I indicate that I am agreeing to the following:

- As a participant in the American Immigration Law Foundation (AILF) Exchange Visitor Program, I agree to abide by all AILF Exchange Program policies as outlined in this application and in the Trainee Handbook.
- I will participate in all aspects of the training program, including orientation and evaluations.
- I agree to abide by all laws of the United States, including those governing participants entering the U.S. on a J-1 visa.
- I will submit the mid-point and end-of-program evaluations to AILF. I understand that AILF may terminate J-1 visa sponsorship should I fail to do so.
- I have read and understood my AILF approved Training Plan.
- I understand that I may not train, engage in on-the-job training, or take assignments outside of the Training Plan or company authorized by AILF. Unauthorized employment will result in termination of my visa sponsorship.
- I understand that the intent of the training program is to receive appropriate training in American business practices and methods and to promote the general interest of international exchange. I understand that I cannot commence the J-1 training status with the intent at that time to terminate my training early to study full-time or take a staff position, and that the training plan must reflect my intended activities for the period granted for J-1 status. If I act contrary to or inconsistent with J-1 training status, including efforts on my part to remain in the U.S. after the end of my J-1 training status without first returning home, I understand that this may be viewed as a mis-use of the J-1 visa program, and visa sponsorship by AILF may be terminated.
- I declare that I have no intention of remaining in the United States after the period allowed by my J-1 visa status. I will leave the United States at the end of my J-1 visa status.
- I understand that AILF, as my J-1 visa sponsor, is responsible to monitor compliance with J-1 visa regulations, the Training Plan, and AILF policies. The Training Plan cannot be modified without AILF approval. AILF may require modification of the Training Plan or terminate visa sponsorship if AILF staff determine that J-1 regulations, the Training Plan, or AILF policies are not being followed.
- I understand that AILF is the sponsor of my J-1 visa. I am responsible for reporting to AILF any problems, address changes, or program issues in a timely manner, usually considered to be 5 business days.
- I agree to abide by all policies and regulations of my host training company. I will carry out my responsibilities to the best of my ability. I will report any problems to my immediate supervisor.
- I attest to the accuracy of the information in this application. I understand that AILF reserves the right to deny or terminate sponsorship of my J-1 visa status should information be found to be inaccurate or incomplete at any future point.
- I understand that I will be required to possess either round trip transportation to and from the United States or sufficient funds to purchase the return trip upon entry into the United States.
- I understand that I must maintain sickness & accident insurance meeting the requirements of the J-1 visa regulations for my entire stay in the United States. Failure to do so will result in the termination of my J-1 visa sponsorship.

Trainee/intern Participant Signature

Date



INSURANCE Declaration

Participants and their dependents entering the United States on a J-1 or J-2 visa must have sickness and accident insurance covering their entire stay. U.S. government regulations require that coverage be at least \$50,000 per accident or illness (AILF strongly recommends coverage of at least \$100,000), at least \$10,000 for emergency medical evacuation to the home country, at least \$7,500 for the repatriation of remains, and a deductible not to exceed \$500 per accident or illness. The insurance provider must have an A.M. Best financial rating of at least A-.

This insurance may be provided either through the training host company, if coverage meets the requirements detailed above, or through insurance identified as meeting the requirements by AILF.

Failure to maintain acceptable insurance coverage will result in termination of visa sponsorship.

Please indicate by *checking the appropriate box* below how the trainee/intern will be covered by sickness & accident insurance during the trainee/intern's stay in the United States:

AILF identified insurance company

Company-provided plan which meets the U.S. government regulations for J-1 visa holders.

- If coverage is to be through a company-provided plan, *submit the Insurance Coverage Confirmation form after it has been completed by the insurance agent.*

I understand the insurance requirements for J status and have made arrangements for appropriate insurance:

Host Company Representative Signature

Date

Trainee/intern Participant Signature

Date



INSURANCE Coverage Confirmation

Insured Party Name(s):

Insurance Coverage Start Date:

Insurance Coverage End Date:

Insurance Underwriter Name:

Insurance Policy Number:

U.S. Claims Office Address:

City:

State:

Postal Code:

Insurance Coverage	Minimum Level	Actual Coverage in U.S. Dollars or Actual Rating
Accident or Illness	At least \$50,000 per incident	
	Deductible not more than \$500 per incident	
	Co-payment not more than 25% of benefit	
Emergency medical evacuation to home country	At least \$10,000	
Repatriation of remains	At least \$7,500	
Claims paying ability rating	*A.M. Best rating of "A-" or *Insurance Solvency International, Ltd (ISI) of "A-i" or *Standard & Poor's Claims-paying Ability rating of "A-" or *Weiss Research, Inc. rating of "B+"	Rated by: A.M. Best ISI Standard & Poor's Weiss Research
		Actual rating:

We certify the above named person(s) has obtained the coverage described above for their stay in the United States and that the actual coverage as detailed in the original policy at least match or exceed the limits mentioned on this form.

Signature of authorized agent of Insurance Company

Title

Date

Telephone:

e-mail:



AILF Declaration

As the J-1 visa sponsor, AILF agrees the following:

- To screen international Trainee/Intern and Host Company Applicants for eligibility for program requirements.
- Provide the DS-2019 and I-901 forms to the international trainee/intern applicant on acceptance to the program.
- Provide the international trainee/intern applicant with detailed pre-arrival program information and to establish the standard for arrival orientation.
- To monitor the training program.
- To monitor that the Trainee/Intern maintains sickness and accident insurance meeting the U.S. government regulations for J-1 visa holders.
- To provide on-going support and advisory services for trainee/interns and host companies on cross-cultural and J-1 visa related issues.
- To provide emergency assistance to Trainee/Interns. The assistance provided by AILF may be limited in the cases of arrest of the Trainee/Intern, dismissal with due cause, uninsured illness, or financial need not connected to the training program.
- To administer evaluation of the trainee/intern's progress, meeting at least the minimum standards of the U.S. government regulations for J-1 visa programs.
- To report J-1 visa program issues to the U.S. Department of State.
- AILF will not assist in the mis-use of the J-1 visa program on the part of the international trainee/intern or host company in any way.

Should the trainee/intern/training company relationship end prematurely, AILF will offer the option of transferring the trainee/intern to a replacement site if deemed warranted and available by AILF staff. However, such transfer is not guaranteed and will occur only under unusual circumstances.

AILF has reviewed the trainee/intern applicant's background and the Host Company's information and believes that the training described in the AILF approved Training Plan will be mutually beneficial to both the Trainee/Intern and the Host Company. AILF recognizes that U.S. organizations benefit from having their American staff interact with foreign nationals in the same or similar fields. AILF believes the training being provided in the United States is not duplicative of prior training or experience received by the Trainee/Intern.

AILF Official's Signature

Date

Printed Name

Title