



J-1 Exchange Visitor Visa Program Company Information

Dear Host Company Representative,

We are pleased to assist you in the application process for a J-1 Exchange Visitor visa through the German American Chamber of Commerce's (GACC) J-1 Visa Program. This program is governed by the Department of State (DoS), which authorizes the GACC to issue a Certificate of Eligibility (DS-2019) to your intern.

The Form DS-2019 will allow your intern to be admitted to the United States as an "Exchange Visitor" in accordance with the administrative regulations issued under the Mutual Educational and Cultural Exchange Act of 1961 (Fulbright Hays Act). The goal of this Act is to increase mutual understanding between the people of the United States and the people of other countries and to assist in the development of friendly, sympathetic and peaceful relations between the United States and other nations.

Insurance Coverage:

Your participant will be insured under the GACC Group Health Insurance Plan. The coverage period begins 7 days before his/her start date with your company and expires 30 days after the end date. The health insurance meets all DoS guidelines for insurance and specific policy information on the coverage is available on our website. As part of your compensation package, you may wish to, but are not required to, reimburse your intern for the insurance costs. For this purpose the GACC has provided your participant with a detailed invoice. If your company already has an insurance in place please contact a GACC representative to confirm the coverage is within the DoS guidelines.

Maintenance Allowance:

Depending on the program which your participant is enrolled in, you may be required to provide your participant with a maintenance allowance to cover his/her living expenses during the internship period. The amount paid should be comparable to that paid to other individuals having similar education and work experience. We recommend a minimum of \$1,000 per month for student interns and \$1,500 per month for recent graduates.

Orientation:

As a host company, you will also be required to provide your intern with an orientation, which will provide him/her with useful information about your company structure as well as a general reference guide to your geographic region. The GACC will provide as much helpful information as possible prior to your intern's arrival in the US.

Application Forms:

Please complete and return all forms and additional information as requested in the instructions as soon as possible. Please send all information first via electronic means with a valid signature, followed by the original documentation to:

The German American Chamber of Commerce

Attn: Mr. Thomas Dzimian
75 Broad Street, 21st Floor
New York, NY 10004

Internship/Training Placement Plan (Form DS-7002):

One of the most important parts of your application is the Internship/Training Placement Plan, which is now standardized by the DoS as form DS-7002. A placement plan template should have been included as an attachment with this email. Please be aware not all Adobe users will be able to save the information entered into the form DS-7002. If you have a specific intern program and would like to have a standardized form for future interns, please inform the GACC and we will do our best to help you create and save the form DS-7002 for future use. Placement plans should first be submitted via email or fax with signature, so a GACC representative may review the contents and make suggestions or changes prior you sending the paperwork in original form. We must insist that we receive 3 signed copies of the form DS-7002 prior to the issuance of the DS-2019. For programs of 3 months and less only one phase is needed, for programs exceeding 3 months 2 phases are strongly suggested and for programs lasting longer than 12 months 3 phases minimum are required. We appreciate your close attention to this portion of the paperwork; a detailed placement plan often leads to successful training and is now even more closely scrutinized by the DoS.



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Processing Fee:

The GACC charges the same amount whether the company or the participant wishes to cover the cost of a J-1 visa application. Should you wish to cover the GACC's processing fee and/or your intern's insurance costs please inform a GACC representative. We will then invoice you for part or all of the total cost of the J-1 visa, according to your instructions. Invoices may be paid by check or credit card. Please be aware that these fees do not reflect the cost of a US Consulate appointment (approximately 95 Euros) or the US Department of State data base (SEVIS) fee (approximately \$100). For your convenience, our fee structure is available for your information on our website.

Please do not hesitate to contact us should you have questions, concerns, or wish to make a comment. We are always happy to receive your feedback on how we can better serve you.

Thomas Dzimian
Director - GACC Career Services

Kirsten Herrmann
Senior Manager – International Career Development