ciee

ONLINE DS-7002 INSTRUCTIONS FOR HOST ORGANIZATIONS

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:

ciee INTERNSHIP USA & PROFESSIONAL CAREER TRAINING USA

DS-7002 TRAINING/INTERNSHIP PLACEMENT PLAN

Dear Supervisor,

Shannon Sample (electronicds7002+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 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:
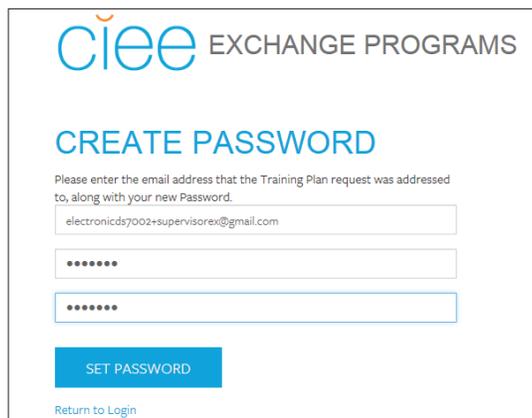
ciee EXCHANGE PROGRAMS

CREATE PASSWORD

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

electronicds7002+supervisorex@gmail.com

••••••

••••••

SET PASSWORD

Return to Login

ONLINE DS-7002 INSTRUCTIONS FOR HOST ORGANIZATIONS

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.

OK
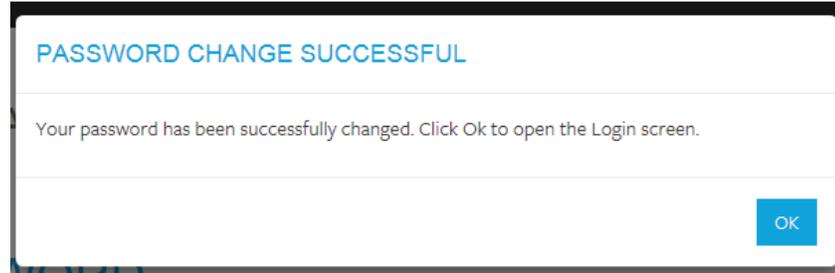
5. Log in using your newly created password:

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LOGIN

User Name

*

Password

*

LOG IN

Forgot your password?
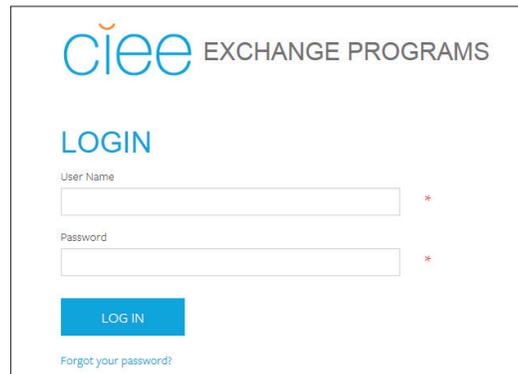
6. Once logged in, you will see a list of all Interns/Trainees assigned to you under the header **APPLICANTS**. Click on the name of the Intern/Trainee you would like to work on.

ciee EXCHANGE PROGRAMS

HOME

APPLICANTS

Search...

Full Name	First Name	Last Name	Gender	Email	Date of Birth	City of Birth	T/IPP Status	Program Status	▼Last Updated
Shannon Sample	Shannon	Sample	Female	electronicds7200+example@gmail.com	May 25, 1993	Dublin	Incomplete	Incomplete	08-04-2015
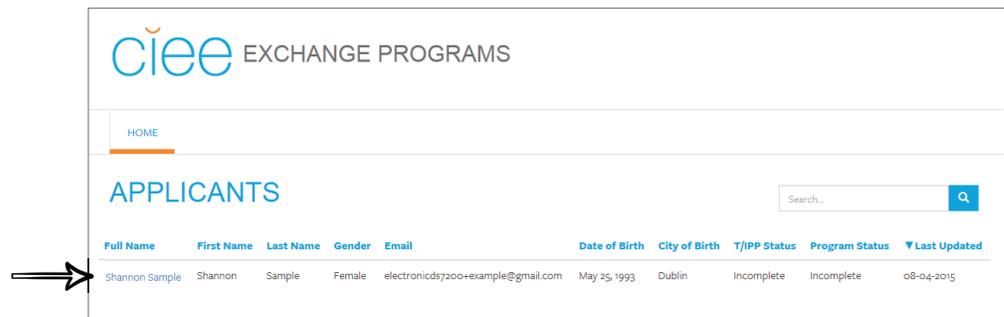
7. On the left sidebar is a list of what needs to be completed. On the right, you can expand the following sections to view additional information by clicking **VIEW**:

- 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**.
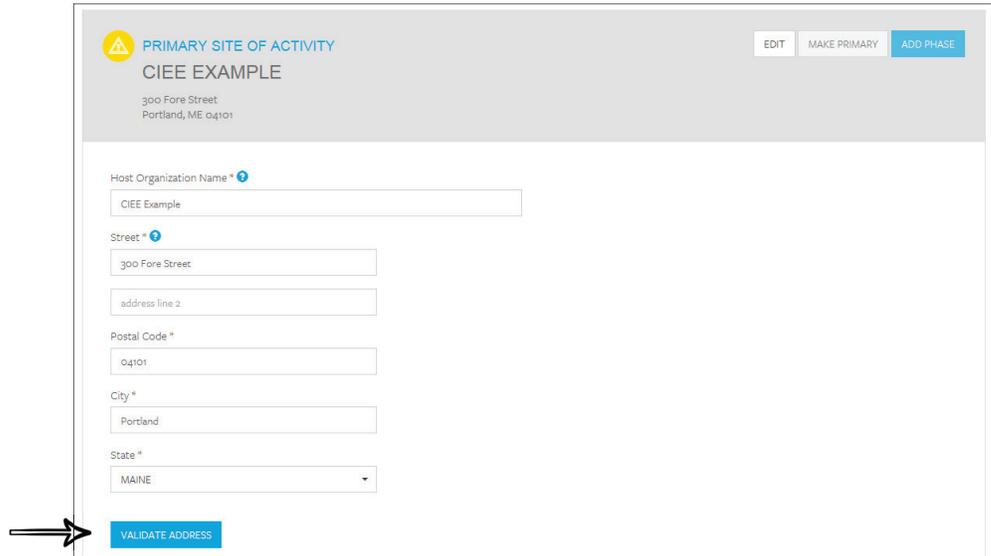
11. Complete the Host Organization details accordingly, noting the following requirements:

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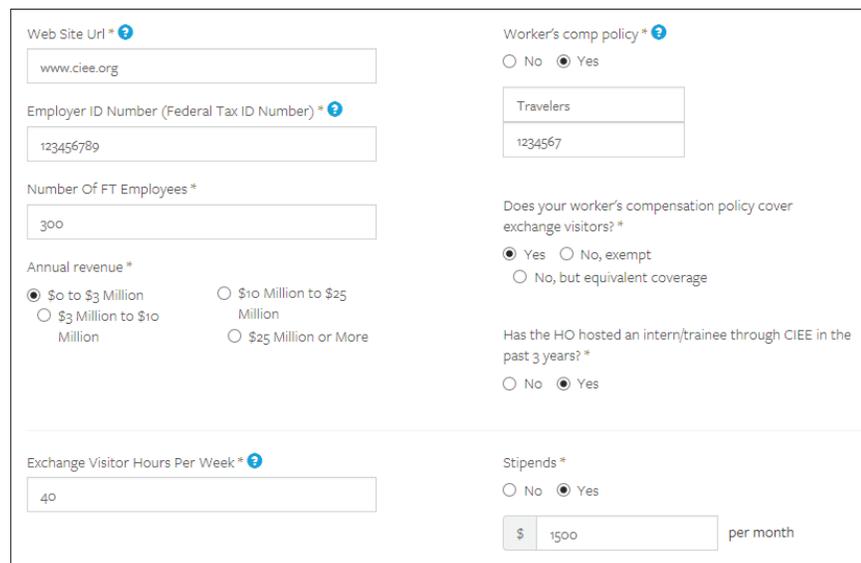
12. Complete the additional primary site of activity details (all starred fields are required) and click **SAVE**:

ADDITIONAL PRIMARY SITE OF ACTIVITY DETAILS

Fax Number

Number of Full-Time Employees Onsite * ❓
300

DBA (if applicable)

Number Full-Time Employees Companywide in the U.S. *
500

Year Founded *
1967

Number of employees in department(s) in which Inter/Trainee will be placed *
10

Parent Company (if applicable)

Number of international Interns/Trainees other than this applicant who will also be training in department(s) *
0

Non-Monetary Compensation Value
$ 0.00

If the host organization will provide any of the following, indicate approximate value for each per month:

Housing *	Board *	Transportation *	Other *
$ 0	$ 0	$ 0	$ 0

[SAVE] [CANCEL] [DELETE]

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
CIEE EXAMPLE

300 FORE ST
PORTLAND, ME 04101-4200

[EDIT] [MAKE PRIMARY] [ADD PHASE]

Host Organization Name * ❓
CIEE Example

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.

SITE OF ACTIVITY

Select or change Site of Activity * ❓

| CIEE Example ▾ |

BASIC INFORMATION

Phase name * ❓

| Concentration for this phase |

Start Date *

| 09/01/2015 📅 |

Training field * ❓

| Field of training, ex. Finance |

End Date *

| 11/30/2015 📅 |

SUPERVISOR DETAILS

Select Supervisor * ❓

| Supervisor Last Name, Presiden... ▾ | OR | ADD A NEW SUPERVISOR |

| Last name | Title | Phone |
| Last Name | President | 207.233.1010 |

| First name | Email |
| Supervisor | electronicds7002+supervisorex@gmail.com |

| EDIT | RESEND INVITE | | REMOVE |

15. Complete phase specifics according to the guidelines below:

PHASE SPECIFICS

Description of trainee/intern's role for this phase * ❓

> This should be a broad, high level description of the intern/trainee's role in this phase of training. Think about what the intern/trainee's main responsibilities will be and what role they will fill within your organization. Two or three sentences is fine.

Characters Remaining: 2743

Specific goals and objectives for this phase * ❓

> This section should be focused 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 participant. Remember: these are high level goals, and not the details of what will be taught. Provide a minimum of 2-3 goals.

Characters Remaining: 2661

Who will provide daily supervision of the trainee/intern? 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 all supervisors' names, titles, and a brief description of their professional backgrounds. Please 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 objectives of the training. You could also list how and when the participant can access their supervisor.

Characters Remaining: 2503

What plans are in place for the trainee/intern to participate 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: sporting events, company happy hour, dinner at a coworker's home, movie premiere/fashion show, company-sponsored events.

Characters Remaining: 2629

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

KNOWLEDGE & SKILLS

What specific knowledge skills 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: 2720

How specifically, will these knowledge, skills or techniques be taught? * Include specific tasks/activities (interns) and/or Methodology of training and Chronology/Syllabus (Trainee) ❓

> Answer HOW you will conduct the training. Include specific task 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: 2742

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 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: 2531

Additional phase remarks ❓

> OPTIONAL: Provide any additional important information.

Characters Remaining: 2945

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17. Click **SAVE**!

PHASE SUPERVISOR SIGNATURE

Electronic Signature	Email	Date	
Not Signed	Not Signed	Not Signed	SIGN PHASE

SAVE   CANCEL   DELETE

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**.

SIGN PHASE: CONCENTRATION FOR THIS PHASE

regarding any concerns about, changes in, or deviations from this T/IPP.

7. I will notify the Sponsor in the event of an emergency involving the Trainee or Intern named in this T/IPP, as well as any information that I receive about the Trainee or Intern that might have an effect on that exchange visitor's health, safety, or welfare;

8. I will notify the Sponsor if I receive information regarding a serious problem or controversy involving the Trainee or Intern named in this T/IPP that could be expected to bring the Department of State, the Exchange Visitor Program, or the Sponsor's exchange visitor program into notoriety or disrepute;

9. I am participating in this Exchange Visitor Program in order to provide the Trainee or Intern named in this T/IPP with training or an internship as delineated in this T/IPP;

10. I certify that this training or internship meets all the requirements of the Fair Labor Standards Act, as amended (*29 U.S.C. 201 et seq.*) I also certify that training or internships in the field of agriculture meet all requirements of the Migrant and Seasonal Worker Protection Act, as amended (*29 U.S.C. 1801 et seq.*).

11. 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 *
First Name Last Name

Enter the date *
08/05/2015

CLOSE   SIGN

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

✓	Name	Start	End	
	Concentration for this phase	09-01-2015	11-30-2015	VIEW

SITE OF ACTIVITY

Site Of Activity
CIEE Example

BASIC INFORMATION

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**:
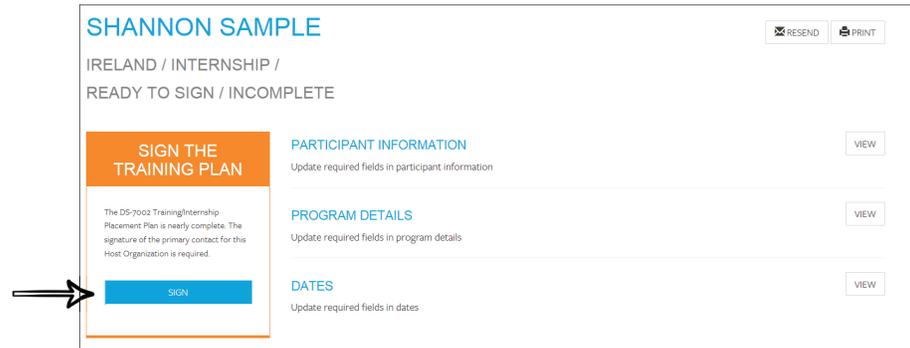
Read the terms of agreement, scroll to the bottom of the pop-up window, and check "I agree with the above." Enter your full name, the date, and click **SIGN**.
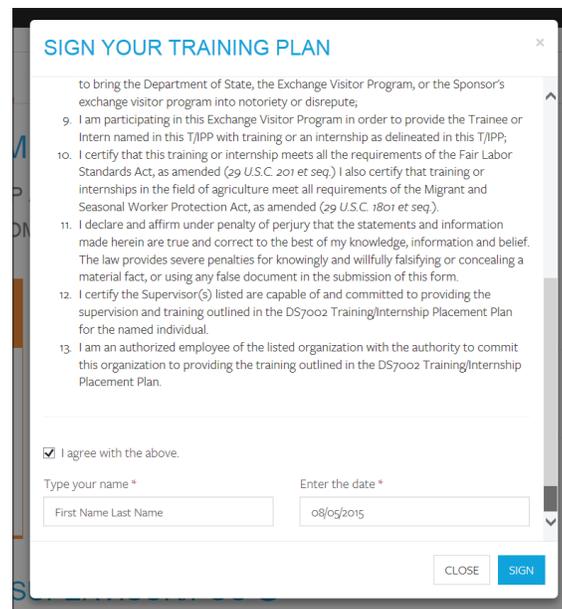
The following message will appear after successfully signing the training plan:
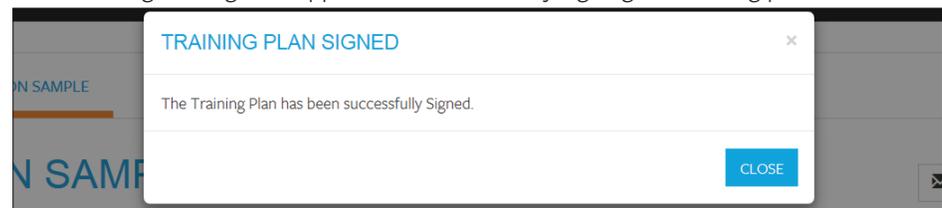
An automatic email will be sent to the Intern/Trainee inviting them to review and sign the DS-7002.

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