Guide to Completing the DS-7002

The DS-7002 Training/Internship Placement Plan is a federal document that outlines the specific learning goals, tasks and projects, supervisors, cultural activities, and metrics of success for an exchange visitor's training/internship program. It also establishes the correlation between the training/internship program and the exchange visitor's previous academic or professional experience. The DS-7002 must be completed by the host organization using IA&A's online form. Once received, IA&A will review the DS-7002 to ensure it provides a substantive overview of the proposed training/internship.

While changes to the DS-7002 can be requested early in the application process, please take care to ensure you are providing accurate and thorough information, including as much detail as possible in your responses. Pay particular attention to dates, stipend amount and frequency, and contact information. Making extensive or multiple changes to the DS-7002 prior to the issuance of the exchange visitor's J-1 visa can result in delays. Please contact IA&A regarding all prospective changes to the DS-7002.

After the DS-7002 has been finalized and approved, IA&A will use the information to prepare the exchange visitor's sponsorship documents and will issue an official version of the DS-7002 that the exchange visitor, the host organization, and IA&A (the sponsor) will sign. The final, signed DS-7002 is the authoritative document concerning the learning objectives and daily tasks of an exchange visitor's program. The exchange visitor and supervisor must ensure the exchange visitor is adhering to this plan. Any changes to the DS-7002 are subject to IA&A approval.

ABOUT THE DS-7002

The DS-7002 that you will complete is broken into four sections, outlined briefly below. Further down in this guide, you will find detailed explanations of each question and a generalized example of a substantive response. The official version of the DS-7002 that the exchange visitor, the host organization, and IA&A (the sponsor) will sign also includes additional biographic information about the exchange visitor.

- **Trainee/Intern Information –** This section is pre-populated with your exchange visitor's first and last name.

- **Site of Activity Information –** This section includes questions pertaining to the logistics of the host organization and the training/internship program being offered.

- **Supervisor Information –** This section includes the names, titles, and contact information for three separate points of contact at the host organization, including a primary program supervisor, a secondary supervisor, and a human resources (HR) contact.

- **Phase(s) Information –** Each phase section concerns the specific goals, tasks, supervision, cultural activities, and metrics of success in a given 6 month period. The phase information constitutes the majority of the placement plan, giving specific details for each response. Please provide 1 phase for each 6 month period of training.

TRAINEE/INTERN INFORMATION

Trainee/Intern Name: This field is pre-populated with the exchange visitor's first (given) and last (family) name.

SITE OF ACTIVITY INFORMATION

Training/Internship Start Date: The date on which the exchange visitor will begin their J-1 program. Once the visa has been issued, exchange visitors may enter the U.S. up to 30 days prior to their approved start date. Exchange visitors may not begin training prior to the start date. Exchange visitors must arrive and begin their program within the 30 days following the start date.

Training/Internship End Date: The final day on which the exchange visitor will have any degree of participation in their internship or training. Exchange visitors may not participate in any tasks related to their program following the end date. The exchange visitor has the 30 days immediately following their end date to depart the U.S.

Host Organization Name: The official name of your organization.

Host Organization Address: The full address of the physical site of activity at which the exchange visitor will be participating in their training/internship program. If there will be multiple sites the exchange visitor will regularly visit, please contact IA&A directly.

Employer ID Number (EIN): Also known as the Federal Employer Identification Number or the Federal Tax Identification Number, this is a unique 9 digit identifier assigned to businesses operating within the U.S. This information must be provided, as IA&A cannot approve a host organization that does not provide its valid EIN.

Number of full-time employees onsite at location: Please provide the exact number of full-time employees on site at the address provided in the above "Host Organization Address" field.

Staff List: If you have fewer than 25 employees, please share a list of your full-time staff members, including names and titles.

Annual Revenue: Please select the option that most accurately describes your organization's annual revenue.

Website URL: Please provide the URL to your organization's official website.

Does the host organization have a Worker's Compensation policy? Please answer yes or no. Worker's Compensation Insurance (WCI) provides wage and medical benefits to employees who are injured on the job. With specific exceptions, employers in the U.S. are required to carry Worker's Compensation Insurance. Please be sure to provide a copy of your organization's Worker's Compensation Insurance certificate to your exchange visitor, as the exchange visitor must provide this certificate to IA&A as part of their application

If "Yes," provide the name of the insurance carrier: Please provide the name the firm providing your organization's Worker's Compensation Insurance.

Does the Worker's Compensation policy cover the trainee/intern? Please answer depending on the details of your organization's policy. Please note that J-1 requirements do not require your organization's WCI policy to cover the exchange visitor.

Trainee/Intern hours per week: J-1 regulations require exchange visitors to participate in their programs for a set number of hours. Exchange visitors must participate for a minimum of 32 weekly hours and may not participate in their programs for more than 40 weekly hours. This answer should not be a range, but a specific number of weekly hours (e.g. 35).

Will the trainee/intern be receiving a stipend or other compensation? This question pertains only to monetary compensation (a salary, stipend, or other direct compensation). Please answer yes or no.

If "Yes," what is the total amount of compensation to be received? Please provide both the amount and frequency. (e.g. $250/week, $5000/month, $18/hour, etc.) Please ensure that this amount and frequency are correct. One of the conditions your organization agrees to in signing the DS-7002 is providing compensation in the amount specified therein. In the event there is any discrepancy regarding the compensation an exchange visitor is owed, all parties must defer to the DS-7002. Changes to monetary compensation and other program logistics must be confirmed by both exchange visitor and host and approved by IA&A before being implemented.

Will your trainee/intern be receiving any non-monetary compensation? Any non-monetary compensation (including room and board, meals, public transit, etc.) or funds paid to the exchange visitor for the specific and sole purpose of reimbursing the exchange visitor for these expenses. Please answer yes or no and provide a brief description of the non-monetary compensation to be provided to the exchange visitor.

If "Yes," what is the total value of all non-monetary compensation to be received? Please provide a dollar estimate on the value of the non-monetary compensation described in the previous question.

PROGRAM SUPERVISOR INFORMATION

Program Supervisor First Name: First name of the primary supervisor. The primary supervisor should be the full-time staff member who will be primarily responsible for providing supervision (being on-site and accessible) to the exchange visitor during all training hours.

Program Supervisor Last Name: Last name of the primary supervisor. The primary supervisor should be the full-time staff member who will be primarily responsible for providing supervision (being on-site and accessible) to the exchange visitor during all training hours.

Program Supervisor Title: Primary supervisor's company title (e.g. Artistic Director, Studio Manager, etc.).

Program Supervisor Email: Primary supervisor's work email address.

Program Supervisor Phone: Primary supervisor's direct telephone number.

SECONDARY SUPERVISOR INFORMATION

Secondary Supervisor First Name: First name of the secondary supervisor. The secondary supervisor should be a staff member who may provide supervision (being on-site and accessible) to the exchange visitor alongside or in the absence of the primary program supervisor.

Secondary Supervisor Last Name: Last name of the secondary supervisor. The secondary supervisor should be a staff member who may provide supervision (being on-site and accessible) to the exchange visitor alongside or in the absence of the primary program supervisor.

Secondary Supervisor Title: Secondary supervisor's company title (e.g. Artistic Director, Studio Manager, etc.).

Secondary Supervisor Email: Secondary supervisor's work email address.

Secondary Supervisor Phone: Secondary supervisor's direct telephone number.

HR CONTACT INFORMATION

HR Contact First Name: First name of the point of contact for human resources (HR) at the host organization. If this is either the primary or secondary supervisor, please provide a third supervisor as a contact.

HR Contact Last Name: Last name of the point of contact for human resources (HR) at the host organization. If this is either the primary or secondary supervisor, please provide a third supervisor as a contact.

HR Contact Title: Company title (e.g. Artistic Director, Studio Manager, etc.) of the HR contact or third supervisor.

HR Contact Email: Work email address of the HR contact or third supervisor.

HR Contact Phone: Direct telephone number of the HR contact or third supervisor.

PHASE INFORMATION

Phase Name: Please give the phase a descriptive name. The phase name should capture the scope and goals of the training to be received during the phase (e.g. Design Concept Phase, Software Orientation, Production Phase, etc.) For programs with multiple phases, please ensure each phase has a unique name and demonstrate continuity from one phase to the next.

Training/Internship Field: Field in which the exchange visitor's placement is focused (e.g. Architecture, Dance, Music Composition, Film, etc.)

Primary Phase Supervisor: First and last name of the main supervisor. The main supervisor should be the full-time staff member who will be primarily responsible for providing supervision (being on-site and accessible) to the exchange visitor during all training hours. This may be the same contact listed in the "Supervisor Information" section above.

Primary Phase Supervisor Title: Primary Phase Supervisor's company title (e.g. Artistic Director, Studio Manager, etc.) This may be the same contact listed in the "Supervisor Information" section above.

Primary Phase Supervisor Email: Primary Phase Supervisor's work email address. This may be the same contact listed in the "Supervisor Information" section above.

Primary Supervisor Phone Number: Primary Phase Supervisor's preferred telephone contact number. This may be the same contact listed in the "Supervisor Information" section above.

Description of Trainee/Intern's role for this phase. This response should explain the role the exchange visitor will play in your organization. This role should be commensurate to the phase's learning objectives.

A good response might look like this:

During this phase, the intern will fill the role of a junior designer. He will shadow a senior designer and assist with the conceptual phases of the design process.

Specific goals and objectives for this phase. This response should explain the learning objectives of the phase. In other words, what will the exchange visitor know how to do at the end of this phase? What will they have done for the first time? What will they have improved on? How will this prepare them for the next phase, if applicable?

A good response might look like this:

During this phase, John will familiarize himself with the software applications ABC and 123, which are commonly used in the product design fields. By shadowing one of our senior designer and sitting in on meetings, he will also have an opportunity to learn about interacting with clients and collecting information on requirements and specifications.

Please list the names and titles of those who will provide continuous (for example, daily) supervision of the Trainee/Intern, including the primary supervisor. What are these persons' qualifications to teach the planned learning? Please provide the names and brief qualifications of the full-time staff members who will act as your exchange visitor's supervisors. The main supervisor should be the full-time staff member who will be primarily responsible for providing supervision (being on-site and accessible) to the exchange visitor during all training hours. The additional supervisors should provide supervision in the primary supervisor's absence.

A good response might look like this:

John Smith, licensed architect with 25 years of experience working on international public projects, winner of 2017 Global Competition. Mary Smith, licensed architect specializing in sustainable architecture with 15 years of international practice and teaching experience, former editor for Architecture Monthly.

What plans are in place for the Trainee/Intern to participate in cultural activities in the United States? In addition to a focus on professional development, the J-1 program emphasizes the importance of cultural exchange and requires that J-1 exchange visitors regularly engage in cultural activities within the U.S. These might include visits to galleries or museums, opening receptions for exhibitions, sporting events, team lunches, events like Design or Fashion week, participation in U.S. holidays, etc. There is no shortage of cultural activities your exchange visitor can participate in!

A good response might look like this:

In addition to exploring the many galleries and museums in the vicinity of our office, John will have an opportunity to attend regular talks by visiting artists. As he will be here for over a year, John will also experience several American holidays, including our office's annual Holiday Season luncheon. We have also let him know that he will arrive just prior to the annual Local Food Festival, where he will sample the unique local cuisine.

What specific knowledge, skills, or techniques will be learned? This question, while similar to the earlier question pertaining to goals or objectives, is concerned with the specific milestones associated with the general learning objectives of the phase. For instance, in our earlier example, John was to familiarize himself with applications ABC and 123 and to learn about interacting with clients.

A good response might look like this:

John will learn how to proficiently use the rendering tools within ABC, shadowing a senior designer to learn how to use the tools. He will start with small projects and will gradually work up to larger-scale projects. He will learn the importance of having specific and well defined requirements early on in a project. John will work on a project team to pitch ideas to clients, incorporate feedback, and use clients' input to produce answers that are useful in the design process.

How specifically will these knowledge, skills, or techniques be taught? Include specific tasks and activities (Interns) and/or methodology of training and chronology/syllabus (Trainees). Explain what tasks or exercises will the exchange visitor perform in order to learn and apply the knowledge, skills, and techniques included in the response to the previous question.

A good response might look like this:

The senior team member whom John will shadow will be responsible for exposing John to a comprehensive look at the design process from concept to production, including interactions with the client, teaching and supervising John's use of basic features of the ABC and 123 applications, and weekly discussions on the progress of the project to which John will be assigned. John will also be required to take 4 training courses on the ABC and 123 applications.

How will the Trainee/Intern's acquisition of new skills and competencies be measured? Please provide details about how you will measure the success of your exchange visitor in learning new skills and how you will evaluate their performance against the goals/objectives in the DS-7002.

A good response might look like this:

John will have weekly meetings with his supervisor to discuss his performance on each week's tasks and to identify areas for improvement. At the end of the internship, his supervisor will review the John's week-to-week performance to look for professional progress. Both intern and supervisor will submit the required evaluations to IA&A.

Additional Phase Remarks: Please provide any miscellaneous information in this field.

IMPORTANT: Please provide 1 phase for each 6 month period of training. If you need to add an additional phase, select "Add Additional Phases(s)". Host organizations can refer to the chart below to confirm how many phases a DS-7002 must have based on the duration of the training/internship.

3 weeks to 6 months participation	**1 Phase (min.)**
7 months to 12 months participation	**2 Phases (min.)**
13 months to 18 months participation	**3 Phases (max.)**