

## Host Company Application Checklist

Below is a list of the documentation that your company must submit to the French-American Chamber of Commerce – New York (FACC-NY) to apply to host an Exchange Visitor through the U.S. Department of State’s J-1 Exchange Visitor Program.

Please note that payment must be submitted at the beginning of the application process in order for the FACC-NY to proceed with the request.

- Administrative fee -  
Please refer to the current fee schedule and refund policy [here](#)
- [Host Company Request Form & Contract Agreement](#)
- Form [DS-7002 for Interns](#) or [DS-7002 for Trainees](#)
  - All acronyms must be defined
  - Exchange Visitors must always be supervised
  - Multiple phases must show progression of skills learned in each phase
  - Training must be directly relevant to Exchange Visitor’s education/work experience
  - All non-monetary compensation must be stated (flights, local transportation and apartments)
  - Provide stipend equivalent to the [current minimum wage](#): local, state or federal; whichever is highest (Non-VIE applicants)
  - Detailed instructions for completing the DS-7002 can be found [here](#)
- [Host Company – FACC-NY Policy Agreement](#) signed and on company letterhead
- Proof of membership with at least one FACC Chapter
- Proof of company’s Workers’ Compensation insurance coverage listing site of activity address and dates of coverage

### For New Host Companies Only:

- [Annual Revenue Confirmation Statement](#) signed and on company letterhead
- Company Activities - Provide a link to your website “About Us” section and/or a digital brochure
- Host Company Site Visit - For Host Companies who have under \$3 million in annual revenue in the U.S. or fewer than 25 full time employees. Site Visit fee will apply.
- All new host companies must complete an orientation call with their FACC-NY Account Manager