

HOST COMPANY ELIGIBILITY CHECKLIST



FACC-NY Exchange Visitor Program – Host Company Eligibility

In order to be eligible to host an intern or trainee through the FACC-NY's Exchange Visitor Program the potential host company must meet the following requirements:

- Be a member of the local FACC chapter in the United States for the entire duration of the J-1 Exchange Visitor Program
- Provide training within one of the following categories:
 - Management, Business, Commerce and Finance
 - Sciences, Engineering, Architecture, Mathematics, and Industrial Occupations
 - Information Media and Communications
 - Public Administration and Law
- Have sufficient structure to provide continual, on-site supervision throughout the entirety of the exchange visitor's program, including on any business trips.
- At the training location, have a minimum of 3 full-time employees for each intern or 5 full-time employees for each trainee, 2 of which are American citizens/green card holders.
- Provide a stipend to the participant at least equivalent to the local prevailing minimum wage (local, state, or federal; whichever is highest)
- Develop an eligible Form DS-7002 Training/Internship Placement Plan and ensure that it is carried out by the exchange visitor during his or her stay in the U.S
- Ensure that the exchange program does not constitute employment, or constitute work that could be performed by a regular employee
- Agree not to hire the participant in the U.S. during or at the end of their program for at least 90 days
- Notify the FACC-NY prior to any changes in the exchange visitor's program, including but not limited to extension of program dates, early completion, changes in supervision or location.
- Ensure that the exchange visitor is training on a full-time basis; at least 32 hours per week
- Provide the exchange visitor with an American experience in the workplace and through cultural activities
- Submit a final evaluation of the participant to the FACC-NY, and a midpoint evaluation for any program over six months

Prior to submitting an application, please contact coordinator@faccnyc.org for other program information, rules, and criteria not listed above.