

HOST COMPANY APPLICATION MATERIAL



Host Company Application Material

Below is a listing of the items that your company must submit to the French-American Chamber of Commerce (FACC) to be able to host an Exchange Visitor through the U.S. Department of State's J-1 Exchange Visitor Program.

Host Company Request Form & Contract Agreement

- Must include your Employer Identification Number

Form DS-7002 Training/Internship Placement Plan

- 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)

Administrative fee - \$1,000 for up to 12 months, \$1,500 for 12 to 18 months, and \$2,000 for VIEs

Company Non-Employment Statement signed and on company letterhead

- Must state that the Host Company will not employ the Exchange Visitor for up to 1 year after program completion

Proof of membership with your local 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

- Must specify if the annual revenue in the United States is above or below \$3 million

Company Activities - Provide a link to your website "About Us" section and/or a digital brochure

New member application materials - Contact your local FACC Chapter for more info

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

The reception of an application does not guarantee FACC sponsorship