

Host Organization  
Information Form



Your International Connection to a World of Talent

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**Instructions:**

The following information is a required in order to participate in the J-1 visa program.

1. Please complete all items carefully. The more we know about your organization, the better we can serve your needs
2. Please provide a copy of your business license, worker's comp certificate and completed W-9 form with this form
3. Sign and return this form to International Educational Exchange at the email address listed above.

**Company Information**

Name of Company Is Company Annual Revenue > or < 3 Million

Type of Company/Company Activities *You may include additional materials such as company summary or brochures to better describe your company*

Business License Number *(a copy of the license must accompany this application)* Employer Identification Number (EIN)

Workman's Compensation Insurance Carrier *(a copy of the license must accompany this application)* Policy Number

Corporate Address

Phone Number Fax Number Website

Address of primary training site City State Zip Code

**First Point of Contact for J-1 programs for the Property:**

Name:

Title:

Phone Number:

Email Address:

**\*All additional supervisors to the J-1 program must complete the included Host Organization Orientation training and return the Training Acknowledgement Form. This must be completed for any person who has been named a supervisor, regardless of timing in the J-1's program. Please keep the TAF on file to provide for new supervisor to the program.**

Has this organization ever hosted an exchange visitor in the past? Work and Travel Intern Trainee

Are you currently hosting J-1 participants that are sponsored by another agency? Yes No

If yes, how many  Interns  Trainees  Not Sure

Please list the names of the other J-1 visa sponsors you are currently working with:

Current # of full time U.S. Employees at the property in total (if it fluctuates, a range is fine):

Current # of employees in department(s) which J-1 participant will be placed:

Front Office  Culinary  Food and Beverage Service  Other

Number of interns/trainees that will be placed in each department:

Front Office  Culinary  Food and Beverage Service  Other

Has this organization hosted any J-1 interns/trainees under our sponsorship within the last 3 years? Yes No

**Additional Information**

Will the participant(s) be required to take a drug test? Yes No



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Will the participant(s) be required to complete any other form of medical exam prior to starting program? Yes No

If yes, please explain \_\_\_\_\_

Are meals provided to the J-1? Yes No If Yes, details:

Are uniforms provided to the J-1? Yes No If Yes, details:

If uniforms are not provided, describe what type of standard attire the participant(s) will be required to wear during their training:

Any additional benefits:

Wages (Please complete the relevant wage information):

Culinary Interns: \_\_\_\_\_ per hour

Culinary Trainees: \_\_\_\_\_ per hour

Front Office/Rooms Interns: \_\_\_\_\_ per hour

Front Office/Rooms Trainees: \_\_\_\_\_ per hour

Food and Beverage Interns: \_\_\_\_\_ per hour

Food and Beverage Trainees: \_\_\_\_\_ per hour

J-1 participants will be paid weekly every two weeks monthly.

Transportation and Housing

What airport should the participant(s) fly into?

Directions for Arrival, i.e. preferred arrival times or days of the week, pick-up arrangements and contact details

Is transportation from the airport paid for by host organization? Yes No

What transportation will be available to the participant(s) from the airport to the property and/or housing?

Taxi Bus Shuttle Subway Other \_\_\_\_\_

If not company provided, what are the estimated costs for transportation to the training site from the airport?

What means of transportation will be available for the participant(s) to commute to and from the training site?

Taxi Bus Subway Walk Bike Company provided Other \_\_\_\_\_

Do you recommend participant purchase an automobile? Yes No

Is housing provided by the host organization? Yes No

If yes, for pre-arranged housing, please indicate: Monthly Cost: \$ \_\_\_\_\_ Security Deposit Required: \$ \_\_\_\_\_

\*\*If yes, please also complete the Housing Information Form provided

If no, please describe how your company will assist participant(s) to locate housing and the estimated cost for rent and security deposit: \_\_\_\_\_

J-1 Participant's Orientation

Please state how the participant(s) will be oriented to your business/company

Please state how your business/company will assist the participant(s) in getting oriented to the community:



Cross-cultural activity is an activity designed to promote exposure and interchange between exchange visitors and Americans so as to increase their understanding of each other's society, culture, and institutions. What type of cultural activities are in the area and how will the participant(s) gain exposure to these activities?

Please describe your evaluation process. Aside from the mandatory midpoint and final evaluations completed by both the supervisors of the program and the J-1 that are submitted to IEE, what type of feedback will the participant(s) receive in order for them to progress in their program?:

How did you hear of International Educational Exchange, Inc? \_\_\_\_\_

By signing below you agree that all information contained on this form is accurate and you have authority to sign on behalf of the Host Company.

\_\_\_\_\_  
 Representative Printed Name

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

**ADDITIONAL REQUIRED DOCUMENTS:**

Please provide actual copies of the following documents along with this application:

Business License

Copy of Current Worker's Compensation Insurance Certificate.

Copy of W-9 (Employer Identification Number)