

## Is My Company Eligible to be a Host?

Your company must meet the following requirements to be eligible:

Abide by all federal, state and local labor and occupational health and safety laws, including compensation requirements and regulations.

Programs 6 months or longer must be paid at least the state and local minimum wage.

Shorter internship programs may be unpaid, but they must meet the [U.S. Department of Labor's Criteria for Unpaid Internships](#) and are not eligible for a program extension if the total program length will exceed 6 months. Trainee programs must be paid at least the state and local minimum wage regardless of program length.

Provide a professional training program in an office-type setting, with no more than 20% clerical or basic work.

**Provide full-time hours (32-40 hours a week).**

Training provided to interns and trainees must also be primarily in-person. Intern/Trainees may participate remotely no more than 40% of their program (e.g., two out of five days per week) if the host organization has instituted partial remote policies.

To host a J-1 intern or trainee, a company must have at least three full-time, onsite employees. To host more than one participant, there must be a minimum of five full-time, onsite employees for each additional J-1 intern or trainee to ensure adequate training and supervision.

Each Phase Supervisor listed on the Training Plan must be onsite for the duration of their assigned phase.

Be in business and operational for **at least six months.**

Have an English-language website and **a company-based email addresses.**

Interview candidates via phone, webcam, or in person.

Agree to complete mandatory program evaluations and to notify InterExchange in case of an emergency or any changes to the training plan or supervision.

Consent to a site visit by the sponsor (for a one-time \$250 fee) prior to program approval, if required.  
(If your company has fewer than 25 employees and less than \$3 million in revenue, the sponsor is required by the State Department to perform a site visit before approving you for the program.)

Ensure the program participant obtains skills, knowledge, and competencies through structured and guided activities, which may include classroom training, seminars, departmental rotations, on-the-job training, and other similar activities.

Organize and encourage cultural activity opportunities for the program participant including but not limited to holiday celebrations, team building activities, potlucks, local festivals, performances, etc.

### **Required Documents/Information**

All companies must provide the following required documents/information:

- Proof of a workers' compensation policy or equivalent insurance that covers J-1 participants (or proof of exemption)
- Either a DUNS number or copy of the business registration
- A Federal Identification Number

### **What Training Can Be Offered?**

J-1 internships and training programs are intended to provide work-based training in an eligible field, enabling candidates to enhance their skills and prepare for their future careers. These programs may **NOT** be used for ordinary employment purposes or to fill a labor need.

Therefore, host employers must:

- Provide full-time (32-45 hrs per week), professional-level training and not displace full- or part-time, temporary, or permanent American workers.
- Provide training that does not require any sort of license or certification or entail commission-based activities
- Develop an internship or training program, as outlined in the DS-7002 Training/Internship Placement Plan, that allows candidates to obtain skills, knowledge, and competencies through structured and guided training provided by U.S. employees who are qualified in the candidates' fields.
- Ensure Interns and Trainees have sufficient exposure to U.S. culture and business practices and that your American staff is exposed to the culture and business practices of each candidate's home country.
- Not attempt to extend an offer of employment or change the visa status of your Interns or Trainees, as it is required that they return home after completing the program.

## **Is My Industry Eligible?**

Fields that fall under the following categories:

- Arts & Culture
- Information Media and Communications
- Management, Business, Commerce and Finance
- Public Administration and Law
- The Sciences, Engineering, Architecture, Mathematics and Industrial Occupations
- Hospitality and Tourism
  - If you are considering a program in the hospitality industry, be sure to review the [hospitality host requirements](#).

## **What types of training are prohibited?**

Not all employers are permitted to host Interns and Trainees through the sponsor. The sponsor cannot approve participants for sponsorship at the following locations:

- Agricultural settings, such as farms or in wineries' harvesting operations
- Arcades
- Bridal companies
- Camps
- Candy stores, mall kiosks, boardwalk booths, and stands
- Convenience and grocery stores or superettes/mini-markets
- Call center, customer service, or phone operators, including tech and help desk support
- Fast food or quick service restaurants or bakeries
- Fitness studios, gyms, pools, dance studios, personal training, or coaching
- Garages
- Gardens or parks
- Gas stations or toll plazas
- Landscaping companies
- Pool management companies
- Real estate agencies
- Retail stores or locations and boutiques
- Schools and other instructional facilities, including coaching
- Spas, salons, or dog grooming companies
- Staffing agencies

In addition, it is prohibited, in case Interns or Trainees would participate in:

- Animal care or any handling of animals
- Child care
- Clinical work that involves any patient care or contact
- Dentistry
- Elder care
- Social work
- Sports or physical therapy, psychological counseling
- Veterinary medicine

## **Special Requirements for Hospitality Hosts**

At least three rotations for programs six months or longer is required by the regulations. No rotation may be more than three or four months long, and each department must have sufficient, qualified staff to offer adequate training.

All Hospitality Management, Restaurant Management and Culinary programs are limited to 12 months regardless of whether the individual is an Intern or Trainee.

**Hotels** should be rated 3-Diamond or higher by AAA, or rated 4-Star and above by Forbes. All unrated properties will be considered on a case-by-case basis - At least a full-service hotel of at least 3 stars is advised.

**Restaurants** must be high-end, fine dining, sit-down restaurants OR full-service banquet halls. Bakeries may be considered for pastry training. All properties will be considered on a case-by-case basis. (No fast, casual dining).