

II. TRAINING PROGRAM DETAILS				
# of Training Positions Available:	Trainee preference: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Both	Typical Training Hours:	Hours per day:	Days per week:
Number of employees in department(s) in which Intern/Trainee will be placed:				
Number of international Inters/Trainees other than this applicant who will also be training in department(s):			Number of Employees companywide:	
Does the Training Site Agency require mandatory driving duties? Y: <input type="checkbox"/> N: <input type="checkbox"/>		Does the Training Site Agency require bilingual skills? Y: <input type="checkbox"/> N: <input type="checkbox"/> If yes, what language:		
III. ACCOMMODATIONS				
Our company can arrange accommodations: <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please describe the type of housing: <input type="checkbox"/> Dormitory <input type="checkbox"/> Apartment <input type="checkbox"/> Other		
Our Company can arrange temporary accommodations (no more then 30-days): <input type="checkbox"/> Yes <input type="checkbox"/> No		Please note the fee for these accommodations, if any, for Housing: U.S \$ _____ per month		
If unable to provide / arrange accommodations, would you be willing to help locate accommodations? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, please describe accommodation possibilities:				
Average Housing Rent in Area: _____ U.S \$ per month		Average Room and Board in Area: _____ U.S \$ per month		
IV. TRANSPORTATION				
Public transportation in your area: <input type="checkbox"/> Bus <input type="checkbox"/> Subway <input type="checkbox"/> Train <input type="checkbox"/> Other: _____ <input type="checkbox"/> Not Available, needs automobile		Public Transportation cost in your area: U.S \$ _____	If automobile is required cost of used car in area: U.S \$ _____	Est. cost of automobile Insurance in area: U.S \$ _____
V. COMPENSATION				
As a J-1 Trainee, any compensation he/she receives is subject to Federal, State and Local tax. However, J-1 Trainees are NOT subject to withholdings for FICA (Social Security and Medicare) FUTA or SUTA.				
Stipend: _____ U.S \$ during the 18-month placement		Per hour: _____	Per year: _____	

TSA Requirements

- Provide practical training in an interactive, comfortable work environment
- Engage the practical trainee in various aspects of your organization and industry
- Provide supervision and performance feedback
- Share your expertise and knowledge as a mentor/supervisor
- Complete a TSA application and sign TSA Agreement Form (forms provided by AYWC), DS-7002 individualized training/intern plan (ITP)
- Submit an initial-, mid-term- and final internship evaluation (forms provided by AYWC)
- Enjoy the culturally enriching experience

Third-Party Member Obligations and Responsibilities

In order for AYWC to extend sponsorship to a Trainee to join your organization, you must agree to accept the responsibilities and obligations outlined below. As the training site agency representative, your signature means that you understand and agree to the conditions as stated. This agreement is considered binding by AYWC and will be automatically renewed year-to-year, unless otherwise noted in writing.

- I understand that I must submit a DS-7002 Trainee/Internship Placement Plan (TIPP) for the Trainee before AYWC is permitted to issue SEVIS Generated Form DS-2019, the official document that allows the practical trainee to receive his/her U.S. J-1 Visa. I affirm that the TIPP truly reflects the content of the on-the-job training being extended to the Trainee. The TIPP will assign the Trainee duties in a well-constructed plan which will be of a professional nature and which will be increasingly more challenging as the training period progresses.
- As required by the Department of Labor, I must pay the practical trainee the prevailing wage and applicable fringe benefits, for equivalent positions and ensure the practical trainees are given assignments and training opportunities at equal to those undertaken by American employees.
- I must also provide the trainee with:
 - a. designated American (partner) to aid in assistance in finding housing and settling into the community;
 - b. health insurance coverage for him/herself no later than 30 days of commencing and for the duration of the placement plus 30 days. Minimum coverage shall provide: medical benefits of at least \$50,000 per accident, repatriation of remains in the amount of \$7,500, expenses associated with medical evacuation of the exchange visitor to his or her home country in the amount of \$10,000 and a deductible not to exceed \$500 per accident or illness;
- I must pay to the American Youth Work Center a placement fee for each practical trainee selected. The placement fee is equal to 7% of the stipend offered for the entire placement period or \$2,100, whichever amount is higher.
Placement fees and TIPP must be issued prior to issuance of the SEVIS generated Form DS-2019, the official document that allows the practical trainee to receive his/her U.S. J-1 visa.

In the case that an AYWC screened applicant is denied a J-1 visa or has withdrawn from the program 100% of the placement fee will be refunded.

- I understand that the approved training program must be 40 hours per week.
- I understand that the Trainee should perform the majority of his/her duties in English.
- I understand that the American Youth Work Center (AYWC) is the Trainee's sponsor; the organization I represent is the host agency and not the sponsor.
- As a TSA-trainer, I understand that compliance with any applicable federal, state, and local labor regulations is my responsibility.
- All changes that affect the Trainee and accompanying dependents are to be submitted to AYWC in advance for approval. Such changes include, but are not limited to, location of training, content of training, and length of training. I agree to communicate immediately by

phone or e-mail and then by signed letter any circumstances that differ in any way from this Offer of Training/Training Plan submitted to AYWC.

- If a Trainee leaves his/her training program for any reason, I will inform AYWC within three days.
- If there is a problem with the Trainee, I agree to contact AYWC and to try and resolve the problem before taking any action that may result in the termination of the training program.
- To the best of my knowledge, the Trainee intends to enter the United States for the purpose of practical training and does not intend to abandon his/her non-immigrant status. I further understand that 18 months is the maximum time allowed for training under the J-1 Trainee category.
- Any training undertaken by the trainee may not displace an American employee. We certify that it is not our intent to train this person for future employment in the U.S.

- I agree to respond to any request by AYWC concerning my organization's Trainee(s) in a timely manner and complete any paperwork required by AYWC, including the initial-, mid-, final- evaluation of the Trainee's performance, TSA Application, individualized training plan and sign the TSA Agreement Form (forms provided by AYWC)
- I understand the AYWC has the right to withdraw sponsorship from any Trainee whose TSA does not comply with AYWC's program, compelling the Trainee to leave the country, and to deny all future applicants from that training site agency.
- I certify that: sufficient physical plant, equipment, and trained personnel will be dedicated to providing the specified training; the training program is not designed to recruit and train aliens for employment in the United States; and the Trainee will not displace a full-time or part-time employee of the business.
- As required by the U.S. Department of State, I will act in accordance with the American Youth Work Center and Regulations Governing Exchange Visitor Programs.
- I understand and agree to the conditions above as set forth in this application. I realize that if I do not fulfill my obligations and responsibilities as stated, AYWC will not continue its sponsorship of my organization's Trainee(s).

TSA Representative Signature: _____ Date: _____

Name (please print): _____ Title: _____

Company Name: _____

AYWC Signature: _____ Date: _____

Name (please print): _____ Title: _____

