



**JANUS INTERNATIONAL HOSPITALITY STUDENT EXCHANGE**  
**16102 Theme Park Way, Doswell, VA 23047 866-249-3888**  
**J-1 Employer Profile and Employer Verification**

As the designated Exchange Visitor Program Sponsor, Janus International is responsible for ensuring that the employers for Janus sponsored participants receive the support and information they need, and that they meet certain criteria to help ensure the success of the J-1 Work and Travel Exchange Program. So that we can proceed with issuing/changing the necessary DS-2019 (Certificate of Eligibility for Exchange Visitor Status) to the J-1 participant(s), we need to receive the following form and information by email or fax from the employer additional pages can be added if necessary). Call us at 1-866-249-3888 if you have questions or need assistance.

NAME(S) OF J-1 PARTICIPANTS HIRED: 1. \_\_\_\_\_  
 2. \_\_\_\_\_ 3. \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ WEBSITE: \_\_\_\_\_

J-1 MANAGER/CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_ EXT: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

FEIN (Federal Employer Identification Number) \_\_\_\_\_

***\*Please attach copy of Worker's Compensation Cover Sheet***

WORKMAN'S COMPENSATION PROVIDER & POLICY NUMBER: \_\_\_\_\_

LIST THE JOB(S) AND GENERAL JOB DESCRIPTION(S) THAT WILL BE PROVIDED TO PARTICIPANTS: \_\_\_\_\_

JOB START DATE PROVIDED: \_\_\_\_\_ JOB END DATE PROVIDED: \_\_\_\_\_

# OF WORK HOURS THAT EACH PARTICIPANT WILL AVERAGE WKLY: \_\_\_\_\_ (Paid Weekly or Bi-Weekly?) \_\_\_\_\_

HOURLY PAY RATE/OVERTIME RATE: \_\_\_\_\_ HOUSING DEPOSIT REQUIRED (AMT?) \_\_\_\_\_ HOUSING RATE: \_\_\_\_\_

PLEASE DESCRIBE PARTICIPANT HOUSING AND TRANSPORTATION ARRANGEMENTS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

A primary objective of the J-1 Work and Travel Program is cultural exchange. We support this objective by encouraging and supporting employers and J-1 participants to utilize any cultural exchange opportunities in their area. Please list any local events, places of interest to visit, work related or pre-organized activities available that contribute to the experience of the participant of experiencing what life is like in the U.S., and their understanding of our culture:

--Employer agrees to provide employment to participant as agreed, to encourage and provide access to cultural activities, to arrange and/or provide acceptable housing (meets all building, safety and occupancy codes) at the agreed-upon rate, and to advise Janus International immediately of any change in status of participant's location or employment.

--Employer complies with all Federal, State and local laws regarding employment, labor laws and occupational safety.

--Employer agrees to provide each J-1 Work and Travel Participant with a Job Agreement, outlining the terms of employment and instructions for after their arrival in the United States, including a telephone contact and an email address for their inquiries prior to arrival.

--Employer is aware that J-1 Work and Travel students are considered non-resident aliens who are not subject to Social Security (FICA), Medicare, or Federal Unemployment (FUTA) withholding taxes.

\_\_\_\_\_  
 Employer Name Title Employer Signature Date

\_\_\_\_\_  
 J1 Participant Printed Name J1 Participant Signature Date

(Accepting the information outlined above)

**RETURN THIS FORM BY FAX TO 804 876 3113 OR EMAIL**  
**to [vmohr@janus-international.com](mailto:vmohr@janus-international.com) or [student@janus-international.com](mailto:student@janus-international.com)**

**Include copy of any Employment, Housing or other Agreements signed by J-1 Participant(s)**