



International Student Exchange Trainee Program APPLICATION FORM

International Student Exchange
119 Cooper St.
Babylon NY 11702
1.800.766.4656
www.isetraining.org

Host Company Information

| | | | |
|---|--|--|---|
| Exact Name of Company | | DBA | |
| Type of Company | | | Year Founded |
| State of Business Registration | Employer Identification Number (EIN)/ Federal Tax ID | | |
| Business License Number | Expiration Date | Dun& Bradstreet Number | |
| Worker's Compensation Information (carrier/policy/expiration date) | | | |
| <i>Note: At ISE request, the host company must provide a copy of the business license and a copy of the worker's compensation certificate. Additional supporting documents may include, but are not limited to: income statement, company brochures, etc.</i> | | | |
| Did your Company Host J-1 Participants before? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If Yes, how many and which sponsor | |
| Company Main Address | City | State | Zip |
| Name of Company CEO/President/Director | Exact Title | Email | |
| Office Phone Number | Mobile Phone Number | Fax Number | |
| Company Website | Is this an International Company | <input type="checkbox"/> Yes <input type="checkbox"/> No | If Yes, Where are the international operations located? |
| Total Number of Employees Company-wide | Total Number of Trainees Company-wide | | |

Site of Training Activity

| | | | |
|--|--|---------------------------|-----------------------------|
| Company Main Address | City | State | Zip |
| Name of Supervisor | Supervisor's Title | Email | |
| Office Phone Number | Mobile Phone Number | Fax Number | Company Website |
| Total Number of Employees at the Site of Training | Total Number of Trainees at the Site of Training | Annual Revenue | |
| Training Category (e.g. business hospitality) | Duration (in months) | Department(s) of Training | |
| Estimated Start Date | Estimated End Date | | |
| Stipend Amount | Per (please mark one) <input type="checkbox"/> Hour <input type="checkbox"/> Month | Pay Frequency | Perquisites (if applicable) |
| <i>Note: Form DS-7002 (Training Placement Plan) must be completed and submitted together with the application. The Form DS-7002 serves as the official outline of the proposed training.</i> | | | |

Housing, Transportation and Pick-up

| | | | |
|----------------------------|--|---|---|
| Housing Provided | <input type="checkbox"/> Yes <input type="checkbox"/> No | Cost per week | Specify utilities included |
| Number of Tenants | | Deposit amount \$ | Specify utilities NOT included |
| Distance to Host Company | | If housing is not provided, suggested alternative housing | Estimated Distance from Host Company |
| Transportation is Provided | <input type="checkbox"/> Yes <input type="checkbox"/> No | Estimated cost \$ | If transportation is not provided, suggested transportation |
| Pick-up Available | <input type="checkbox"/> Yes <input type="checkbox"/> No | Instructions (when, where, conditions) | |

Statement of Purpose and Agreement

The purpose of the ISE International Practical Training Program is to enhance the skills and expertise of foreign nationals in their academic or occupational fields through participation in a structured and guided work-based training program. The program strives to improve the participants' knowledge of American techniques, methodologies, and expertise. The Training Experience Program is also intended to increase participants' understanding of American culture and society and to enhance Americans' knowledge of foreign cultures and skills through an open interchange of ideas between participants and their American associates. This program may be for 6, 12 or 18 months. The trainee agrees to abide by all U.S. laws and regulations governing exchange visitors while residing in the United States, and to abide by the rules and regulations of the ISE Training Experience Program. The trainee will abide by the terms of the stated Training Placement Plan (DS-7002) established by the trainee and the host company cited above, and will only remain in the U. S. for the agreed upon period of time, not to exceed 18 months. The host employer agrees to follow the Training Placement Plan (DS-7002), which has been developed prior to the trainee's arrival in the U. S., and to ensure that the trainee will have access to adequate resources and trained personnel in order to fulfill the objectives of the training. Furthermore, the host company agrees to continually provide evaluation and feedback to the trainee regarding her/ his progress. The host company will not place an exchange visitor in a position that would otherwise be filled by a part-time or full-time U. S. employee. In order to ensure the quality of the program, the trainee and the employer will be required to complete interim and final evaluation reports and submit them to ISE. As program sponsor, ISE is bound to uphold the program requirements as indicated by the regulations governing the Exchange Visitor Trainee Program. ISE will ensure that trainees receive complete program and orientation information in their home country prior to their arrival in the United States. Trainees and host companies will receive appropriate Guides and Manuals from ISE as well as ongoing support from ISE staff for the duration of the program. ISE will ensure that all trainees are covered by sufficient health insurance as required, for the entire duration of their stay in the United States.

| | | | | | |
|---------|------|----------|------|-----|------|
| Trainee | Name | Employer | Name | ISE | Name |
| | Date | | Date | | Date |

| | | | | | |
|---------|-----------|----------|-----------|-----|-----------|
| Trainee | Signature | Employer | Signature | ISE | Signature |
| | Date | | Date | | Date |