

# FORM DS-7002

## INSTRUCTIONS



### What is Form DS-7002?

Form DS-7002, also known as the Training/Internship Placement Plan (T/IPP), is one of the most important documents that you will submit to the FACC-NY. It is a U.S. Department of State form.

The host company must complete the DS-7002 to prove that the exchange visitor will participate in a bona fide, structured training program.

The DS-7002 must be signed by the host company and the exchange visitor and then submitted to the FACC-NY for review. Once reviewed and signed, the FACC-NY will send the original DS-7002 to the exchange visitor abroad who will present it to the consular officer at the U.S. Embassy at the time of the visa interview.

The consular officer will review the DS-7002 when deciding to issue the J-1 visa.

The DS-7002 is the "roadmap" or syllabus for the trainee/intern's program in the United States. It should be as detailed as possible and include specific information about what the exchange visitor will be doing at the host organization.

**Intern** applicants must have **at least one** training plan phase.

**Trainee** applicants must have **at least two** training plan phases.

Each phase must be distinct and must show progression. Training plans with identical phases or phases that do not demonstrate an advancement of skills will be rejected by the FACC-NY.

It is imperative that all parties are familiar with the details in the DS-7002 and agree to its content.

Any changes to the content of the training plan must be reported to the FACC-NY immediately. Changes will need to be reviewed and approved by the FACC-NY. Once approved, the FACC-NY will update the exchange visitor's record in the government system.

### **Failure to report changes may result in the termination of the exchange visitor's program.**

The following are examples of changes that must be reported to the FACC-NY:

- Change in site of activity\*
- Change in primary phase supervisor or main program supervisor\*
- Change in training activities\*
- Change in program dates

\*an updated training plan, re-signed by the exchange visitor and supervisor is required

Detailed instructions for completing the DS-7002 can be found on the following pages.

If you have any questions about the DS-7002 Training Plan or the Exchange Visitor Program in general, please contact your FACC-NY Account Manager or email [coordinator@faccnyc.org](mailto:coordinator@faccnyc.org)

## Section 1: Additional Exchange Visitor Information

Section 1 of the DS-7002 asks for additional exchange visitor (EV) biographical and program information.

You may need to complete this section with the assistance of your exchange visitor.

**Important:** Program sponsor will always be “French-American Chamber of Commerce – New York”. Program category will depend on whether the exchange visitor is an intern or a trainee. The FACC-NY will send confirmation of the EV’s eligibility within 5 days of receipt of a completed EV application.

SECTION 1: ADDITIONAL EXCHANGE VISITOR INFORMATION		
Trainee/Intern Name ( <i>Surname/Primary, Given Name(s) (must match passport name)</i> )		E-mail Address
<div>Exchange Visitor Last Name</div> <div>Exchange Visitor First Name</div>		<div>Exchange Visitor <b>Personal</b> Email Address</div>
Program Sponsor		Program Category
French-American Chamber of Commerce - New York		Trainee
Occupational Category	Current Field of Study/Profession	Experience in Field ( <i>number of years</i> )
Type of Degree or Certificate	Date Awarded ( <i>mm-dd-yyyy</i> ) or Expected	Training/Internship Dates ( <i>mm-dd-yyyy</i> )
		From To

For Occupational Category, **please fill in one of the following categories** that best describes the training program:

- Management, Business, Commerce and Finance
- Information Media and Communications
- Public Administration and Law
- The Sciences, Engineering, Architecture, Mathematics, and Industrial Occupations

Education Information should match the exchange visitor’s most recent degree and work experience.

Type of Degree should be “Bachelors” or “Masters”, etc.

Date awarded should match the date printed on the Exchange Visitor’s diploma (or the date the graduation certificate was issued).

If the degree is still in process, the approximate completion date should be listed in **mm-dd-yyyy** format.

Training/Internship dates should reflect the program dates **in the United States**. The exchange visitor is **not permitted** to train in the U.S. before or after the dates listed.

Enter the **approximate number of years** of work experience that the exchange visitor has. If they have no prior work experience, please leave blank or enter “N/A”

For Interns, no work experience is required.

## Section 2: Host Organization Information

Section 2 of the DS-7002 includes basic information about the host company – all information provided should pertain to the **main training location**.

All information, including host company address, Employer ID Number, and number of FT employees, should correspond to the **main site of activity** where the exchange visitor will be training.

If the exchange visitor's program will be split between multiple sites of activity, this can be clarified in the specific phase information.

**Annual revenue** should reflect the nation-wide approximate annual revenue.

All exchange visitors must train for a **minimum 32 hours per week**.

It is recommended that training not exceed 40 hours per week, in order to allow EVs ample time to enjoy cultural activities. However, should training exceed 40 hours, EVs must be compensated accordingly.

SECTION 2: HOST ORGANIZATION INFORMATION				
Organization Name		Phase Site Address		Suite
City	State	ZIP Code	Website URL	
Employer ID Number (EIN)	Exchange Visitor Hours Per Week	Compensation		
		Stipend <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how much? _____ per _____		
		Non-Monetary Compensation <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, value? _____ per _____		
Workers' Compensation Policy			Does your Workers' Compensation policy cover exchange Visitors?	
<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Name of Carrier _____			<input type="checkbox"/> Yes <input type="checkbox"/> No, exempt	
			<input type="checkbox"/> No, but equivalent coverage	
Number of FT Employees Onsite at Location	Annual Revenue			
	<input type="checkbox"/> \$0 to \$3 Million <input type="checkbox"/> \$3 Million to \$10 Million <input type="checkbox"/> \$10 Million to \$25 Million <input type="checkbox"/> \$25 Million or More			

**All host organizations are required to have a worker's compensation policy.**

Please list the carrier for the main site of activity.

If your exchange visitor will be covered by this policy, please check "Yes" in the right-hand box.

If the EV will not be covered and your company is exempt from having to provide worker's compensation coverage, please check "No, exempt" and **provide proof of exemption to the FACC-NY**.

If the EV will not be covered but equivalent coverage will be provided, please check "No, but equivalent coverage" and **provide proof of the equivalent coverage** to the FACC-NY. \*

\*Please note that EV's under a VIE contract receive equivalent coverage through their VIE mandated insurance and proof is not required in these cases

Per FACC-NY regulations, **all exchange visitors must be paid at least the local prevailing minimum wage**. VIE candidates will receive the designated stipend set by Business France.

Please list the stipend amount in U.S. dollars.

If the exchange visitor will receive any non-monetary compensation (travel, housing, temporary hotel, company car, etc.) please provide an approximate amount, in US dollars, equivalent to what they will receive. You must also confirm under "Additional Phase Remarks" what the non-monetary compensation will cover.

**If the exchange visitor will not receive any additional compensation, please check "No"**

### Section 3: Certifications

The exchange visitor must sign Section 3 of the training plan under "Signature of Trainee/Intern". Once the host organization has completed the content of the training plan, they are responsible for sending it to the exchange visitor to be signed. Once the training plan is signed by both the program supervisor and the exchange visitor, it should be emailed to their FACC-NY Account Manager for review.

To be accepted by the FACC-NY, a signature must be:

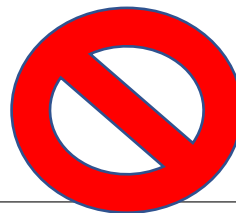
- A hand (wet) signature in blue ink *OR*
- A digital signature with a **timestamp or watermark** (Adobe or DocuSign signatures are acceptable)

**Typed signatures will not be accepted.**

SECTION 3: CERTIFICATIONS	
<b>Trainee/Intern</b> - I certify that:	
1. I have reviewed, understand, and will follow this Training/Internship Placement Plan (T/IPP);	
2. I am entering into this Exchange Visitor Program in order to participate as a Trainee or Intern as delineated in this T/IPP and not simply to engage in labor or work within the United States.	
3. I understand that the intent of the Exchange Visitor Program is to allow me to enhance my skills and gain exposure to U.S. culture and business in a way that will be useful to me when I return home upon completion of my program.	
4. I understand that my internship/training will take place only at the organization listed on this T/IPP and that working at another organization while on the Exchange Visitor Program is prohibited.	
5. I will contact the Sponsor at the earliest available opportunity regarding any concerns, changes in, or deviations from this T/IPP.	
6. I will respond in a timely way to all inquiries and monitoring activities of my sponsor.	
7. I will follow all of my sponsor's guidelines required for my participation in my program.	
8. I will contact the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) at the earliest possible opportunity if I believe that my sponsor or supervisor (as set forth on page 3, section 4), is not providing me with a legitimate internship or training, as delineated on my T/IPP; and	
9. I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.	
Printed Name of Trainee/Intern	Date (mm-dd-yyyy)
Signature of Trainee/Intern	

**IMPORTANT:** Page 2 of the Training Plan is for **FACC-NY use only**.

**Please do not sign on the line intended for the Alternate Responsible Officer.**



Signature of Responsible Officer or Alternate Responsible Officer \_\_\_\_\_

Printed Name of Responsible Officer or Alternate Responsible Officer \_\_\_\_\_ Date (mm-dd-yyyy) \_\_\_\_\_

Name of Sponsor Organization French-American Chamber of Commerce - New York Program Number P-4-05208

## Section 4: Training/Internship Placement Plan

Section 4 contains the outline of what the exchange visitor will be doing throughout their internship/training program.

Additionally, it confirms who will be supervising the exchange visitor during their program in the United States. You will notice that there is a field for “Main Program Supervisor” and for “Primary Phase Supervisor”. While this is often the same person, in some cases, main supervisor and the phase supervisor may be different.

The **main program supervisor** is the person responsible for overseeing the entire internship or training program.

This can be someone in HR that is responsible for overseeing the program or it can be the same person that will be providing daily supervision.

The **primary phase supervisor** is the person that is providing daily, on-site supervision to the exchange visitor.

They must be knowledgeable in the training field and have the experience needed to provide guidance to the intern/trainee.

SECTION 4: TRAINING/INTERNSHIP PLACEMENT PLAN			
Each Training/Internship Placement Plan should cover a definite period of time and should consist of definite phases of training or tasks performed with a specific objective for each phase. The plan must also contain information on how the trainees/interns will accomplish those objectives ( <i>e.g. classes, individual instruction, shadowing</i> ). Each phase must build upon the previous phase to show a progression in the training/internship. A separate copy of pages 3 and 4 must be completed for each phase if applicable ( <i>e.g., if the trainee/intern is rotating through different departments</i> ).			
Surname/Primary, Given Name(s) ( <i>must match passport name</i> )		The Exchange Visitor is:	
<input type="text"/>		Trainee	
Program Sponsor		Program Number	
French-American Chamber of Commerce - New York		P-4-05208	
Main Program Supervisor/POC at Host Organization		Supervisor Contact Information	
<input type="text"/>		Phone <input type="text"/> Fax <input type="text"/>	
Title		Email <input type="text"/>	
<input type="text"/>		<input type="text"/>	
PHASE INFORMATION			
Phase Site Name	Training/Internship Field		Phase Site Address
<input type="text"/>	<input type="text"/>		<input type="text"/>
Phase Name	Start Date ( <i>mm-dd-yyyy</i> ) of Phase	End Date ( <i>mm-dd-yyyy</i> ) of Phase	Phase <input type="text"/> of <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Primary Phase Supervisor		Supervisor Title	
<input type="text"/>		<input type="text"/>	
E-mail		Phone Number	
<input type="text"/>		<input type="text"/>	

Most training programs will have multiple “phases” (for trainees, at least 2 phases are required). The “Phase Name” is up to the discretion of the host company; typically, the first phase is an “Introduction” phase, while the second phase is an “Implementation” phase.

Phase dates are also up to the discretion of the host company; however, phases must cover the entire duration of the program (though they can overlap).

The Training/Internship Field should reflect the exchange visitor’s role at the organization or what type of training they will be doing (ex: Finance, Social Media Marketing, Industrial Engineering, etc.)

The Phase Site should reflect where this portion of training will occur. Exchange visitors can train at multiple company locations, however there must be a distinct training phase for each location. Once an EV starts their program in the United States any changes to the site of activity that are not indicated on the original training plan must be reported to the FACC-NY at least two months in advance. All changes must be approved by the FACC-NY before an EV can relocate.

The content of the training plan is extremely important.

A successful training plan will be detailed and will serve as the “roadmap” for the intern/trainee’s daily activities. This is the basis for the embassy’s decision to approve or deny the J-1 visa.

**Remember:** no two internships are the same – each training plan should be specifically catered to the exchange visitor’s educational background and interests.

### **Questions #1 and #2 - Description of Intern/Trainee’s Role and Specific Goals for this Phase**

The first two questions are intended to “set the stage” for the phase and give a broad overview of what the exchange visitor will be doing.

Each phase should have different objectives.

Description of Trainee/Intern's role for this program or phase

**This description should be a high-level overview of the intern/trainee’s role during this phase of the training program.**

**This should be at least 2-3 sentences.**

Specific goals and objectives for this program or phase

**In this section, please list an overview of the goals and objectives that the exchange visitor will be working towards during this phase of training.**

**It should include broad ideas and areas of expertise that the exchange visitor will be focused on.**

**Please include at least 2-3 goals/objectives**

### **Question #3 - List of Supervisors**

Supervision is of the utmost importance during an exchange visitor program. Trainees and interns should not be working autonomously and should always have at least one person at the host company familiar with their program that will train them and will be available on-site daily to answer any questions. It is imperative that supervisors have the proper educational and professional background to train the exchange visitor in their designated field.

Please list the names and titles of those who will provide continuous (*for example, daily*) supervision of the Trainee/Intern, including the primary supervisor. What are these persons' qualifications to teach the planned learning?

**The primary phase supervisor must be listed here.**

**Please include name, title, and a brief description of their professional and educational background/ qualifications.**

**Additionally, please include any secondary or back-up supervisors.**

#### **Question #4 - Plans for Cultural Activities**

The J-1 visa program is first and foremost a cultural exchange. In order to experience American culture, it is important that exchange visitors are exposed to U.S. culture both in and out of the office.

What plans are in place for the Trainee/Intern to participate in cultural activities while in the United States?

**Please list a few cultural activities that your organization will facilitate for the exchange visitor.**

**Examples: Company happy hours, team lunches, discounted tickets to sporting events or museums, company sponsored volunteer events, holiday parties**

#### **Questions #5 and 6 - Specific Knowledge, Skills, Techniques to Be Learned and How They Will Be Taught**

These questions are intended to expand upon the responses from the first two questions on the training plan. The responses should be more detailed and give a more specific outline of the phase.

Each phase must cover a different set of knowledge and skills.

What specific knowledge, skills, or techniques will be learned?

**This section should provide specific skills and techniques that the exchange visitor will learn in this phase that will help them achieve the previously mentioned goals and objectives.**

**Please provide at least 2-3 sentences describing the knowledge that will be acquired during this phase of training.**

How specifically will these knowledge, skills, or techniques be taught? Include specific tasks and activities (Interns) and/ or methodology of training and chronology/syllabus (*Trainees*).

**Related to Question #5, this response should outline exactly how the skills and objectives will be achieved.**

**Examples include: 1-on-1 mentoring, seminars, classroom training, shadowing the primary supervisor, participating in department meetings**



## **Question #7 - How the Acquisition of Skills Will Be Measured**

It is important that a method for evaluating the exchange visitor is in place to ensure that the goals outlined in the training plan are being achieved. Both the supervisor and exchange visitor should be familiar with the metrics that will be used to evaluate program in order to ensure that objectives are met.

How will the Trainee/Intern's acquisition of new skills and competencies be measured?

**Please provide a few sentences describing how the exchange visitor's program and success will be evaluated.**

**This can be an evaluation of the success of a specific project, weekly progress meetings, periodic appraisals of the trainee/intern's work, etc.**

## **Additional Phase Remarks**

This optional section can be used to include any additional information about the training program that is not covered elsewhere on the training plan. This can be information about potential business trips, additional details about the site of activity, or more specific details about the training.

If the exchange visitor will receive non-monetary compensation, please include a brief description of what it will cover in this section.

## **Phase Supervisor Signature**

Each phase of the training plan must be signed by the **primary phase supervisor**. If the phase is not signed by the person listed as the primary phase supervisor, it will be rejected.

A signature must be:

- A hand (wet) signature in blue ink *OR*
- A digital signature with a **timestamp or watermark** (Adobe or DocuSign signatures are acceptable)

**Typed signatures will not be accepted.**

**Phase Supervisor** - I certify that:

1. I have reviewed, understand, and will follow this Training/Internship Placement Plan (T/IPP);
2. I will contact the Sponsor at the earliest possible opportunity if I believe that the Trainee or Intern is not receiving the type of training delineated on this T/IPP;
3. I will actively support the Sponsor by adhering to all applicable regulatory provisions that govern this program (*see 22 CFR Part 62*);
4. The Trainee or Intern named in this T/IPP will not displace full-or part-time, seasonal or permanent American workers, or serve to fill a labor need;
5. I will conduct the required periodic evaluations of the Trainee or Intern named in this T/IPP;
6. I will notify the designated Sponsor contact at the earliest available opportunity regarding any concerns about, changes in, or deviations from this T/IPP;
7. I will notify the Sponsor in the event of an emergency involving the Trainee or Intern named in this T/IPP, as well as any information that I receive about the Trainee or Intern that might have an effect on that exchange visitor's health, safety, or welfare;
8. I will notify the Sponsor if I receive information regarding a serious problem or controversy involving the Trainee or Intern named in this T/IPP that could be expected to bring the Department of State, the Exchange Visitor Program, or the Sponsor's exchange visitor program into notoriety or disrepute;
9. I am participating in this Exchange Visitor Program in order to provide the Trainee or Intern named in this T/IPP with training or an internship as delineated in this T/IPP;
10. I certify that this training or internship meets all the requirements of the Fair Labor Standards Act, as amended (*29 U.S.C. 201 et seq.*) I also certify that training or internships in the field of agriculture meet all requirements of the Migrant and Seasonal Worker Protection Act, as amended (*29 U.S.C. 1801 et seq.*);
11. I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

Signature of Supervisor

Printed Name of Supervisor

Date (mm-dd-yyyy)