

## #25 Intern & Host Application

The Intern & Host Application serves as a comprehensive guide, detailing eligibility criteria, personalized information, program administration, guidelines, rules, and regulations for both foreign nationals participating in, and US organizations hosting, the BridgeUSA (J-1 visa) Exchange Visitor Program administered by FUSIA, a Department of State designated program sponsor. This document is integral for participants and host organizations, ensuring a mutual understanding and agreement to adhere to the outlined conditions and regulations.

### A Acknowledgement - The Exchange Visitor Program

Sign on the last page to confirm understanding and acceptance of the contents stated below

The following provides crucial information regarding US entities hosting foreign interns and foreign individuals interning in the US as exchange interns through the Exchange Visitor Program (EVP) under the US Department of State (DOS), along with the general rules governing their participation. The undersigned, representing and acknowledge their understanding and commitment to comply with all the terms outlined below.

**1 The Exchange Visitor Program.** The Exchange Visitor Program (EVP) is a diplomacy initiative administered by the DOS's Office of Exchange Coordination and Bureau of Educational and Cultural Affairs (ECA). It provides eligible foreign nationals with valuable opportunities to explore educational and cultural experiences in the US. The EVP is also known as BridgeUSA or the J-1 Visa Program. The terms BridgeUSA, J-1, J-1 program(s), BridgeUSA (J-1 visa) EVP, BridgeUSA (J-1 visa) Exchange Visitor Program, EVP program(s), and Exchange Visitor Program EVP will be used interchangeably in our communications.

**2 Exchange Visitors (EVs).** Exchange visitors (EVs) are foreign individuals who are approved to partake in predefined activities in a specific J-1 type (e.g., J-1 interns are approved to gain hands-on experience in their chosen occupational fields and aligning with their academic concentration). The terms participant(s), exchange visitor(s), exchange intern(s)/trainee(s), J-1(s), and J-1 intern(s)/trainee(s) are used interchangeably throughout our communications.

**3 Designated Sponsors and Program Officers.** Designated sponsors refer to US entities appointed by the US Department of State to accept eligible foreign nationals into the EVP and administer the implementation of EVP programs. As per 22 CFR Part 62.2, designated sponsors may collaborate with third parties, including foreign agents for participant recruitment or US entities for program implementation through written agreements. Designated sponsor-assigned employees, including Responsible Officers (ROs) and Alternate Responsible Officers (AROs), are responsible for overseeing the exchange program, managing the SEVIS system, issuing/signing DS-7002 forms, and providing daily assistance to hosts and participants. Click [HERE](#).

**4 Hosts and Supervisors.** Certain work-based exchange programs, such as internships, involve the engagement of hosts, host companies, or host organizations for program implementation. In these programs, designated sponsors can choose to serve as hosts and independently carry out exchange programs or collaborate with eligible third parties through written agreements, as stipulated by 22 CFR Part 62.2. Each program/participant is assigned a Main Program Supervisor (MPS) and one or more Primary Phase Supervisor(s) (PPS), who are host employees collaborating with program officers to implement exchange programs. MPS acts as the primary liaison between the sponsor, host, and other involved employees, while the PPS(s) provide daily onsite supervision and support to interns in their respective fields of expertise. If they meet the necessary criteria, MPS can also serve as PPS. Click [HERE](#).

For assistance, contact FUSIA at +1 718 643 0311 ext. 11 (office) or +1 917 244 2600 (WhatsApp chat).  
FUSIA is a Department of State Exchange Visitor Program designated sponsor in the J-1 intern category.



## A Acknowledgement - J-1 Visa/Status

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**1 Overview.** Foreign nationals wishing to enter the US generally need to secure a US visa from an embassy or consulate. The J-1 visa is a specific visa type designed for individuals participating in exchange visitor programs, encompassing 14 different categories, each tailored to varying types of programs. These categories include, but are not limited to, visitors on J-1 visas and their dependents on J-2 visas. To pursue internships in the US, foreigners typically apply under the J-1 intern category unless they already possess suitable visas such as F-1 OPT/CPT or J-1 AT. Applicants in this program are candidates for the J-1 visa type in the intern category. Click [HERE](#).

**2 Requirements.** All foreigners, even those from Visa Waiver Program (VWP) countries like Singapore and Korea, must follow the standard visa process at a US embassy or consulate. This includes completing Form DS-160, paying a SEVIS fee of USD 220, an MRV fee of USD 160, and scheduling an interview through online portals. However, Canadians and Bermudians eligible for J-1 status can apply directly at the border with Form DS-2019, skipping the DS-160, MRV fee, and embassy or consulate interview. In summary, while successful exchange participants secure J-1 visas, Canadians or Bermudians interviewing at the border attain J status. Regardless of the case, all exchange visitors need Form DS-2019.

**3 US Embassies and Consulates.** Exchange visitors should apply for visas at the US embassy or consulate in their school or home region. While those who have previously applied may qualify for an interview waiver, it is generally recommended to attend an in-person interview for better timeline control, unless the embassy or consulate assures a clear timeline via the waiver option. The discretion to interview exchange visitors in locations other than their home region lies with the respective embassy or consulate. Canadians or Bermudians can opt to interview at the border. Click [HERE](#).

**4 Timelines.** Application procedures and timelines vary by location, with some taking just a few weeks (e.g., Singapore) and others extending beyond a year (e.g., India). When applying, it's important to check the earliest available interview appointment date and select a program start date that allows enough time for the interview, passport and visa processing, and preparation for the US trip. Failure to arrive in the US on time may lead to the need to complete amendment forms (DS-2019) and incurring extra processing fees. Click [HERE](#).

**5 SEVIS.** Information provided by incoming exchange visitors, their hosts, and their supervisors is entered into the Student and Exchange Visitor Information System (SEVIS). SEVIS is a web-based system used by the US Department of Homeland Security (DHS) to oversee and track the activities of F/M/J visa holders. It also facilitates the issuance of essential forms required for visa interviews and US entry, such as Forms DS-2019 and DS-7002. Note that SEVIS requires the submission of "accurate, current, and updated" information, as specified in CFR 62.12(a)(2). Any changes to the provided information or circumstances that may affect eligibility in the exchange visitor program must be promptly reported to FUSIA, followed by completion of the amendment process within 72 hours. Click [HERE](#).

**6 Admissibility.** FUSIA's responsibilities encompass screening and admitting eligible foreign nationals into the exchange visitor program, as well as managing their program participation. FUSIA provides Form DS-2019, which serves as evidence of eligibility for the Exchange Visitor Program and is a prerequisite for applying for a US visa at a US embassy or consulate and for entering the US. However, admission to the exchange visitor program does not guarantee entry into the US; the final decision regarding admissibility rests with CBP officers at the border.

**7 Two-Year Rule.** J-1 and J-2 visa holders must be aware of the two-year rule, as specified in Section 212(e) of the Immigration and Nationality Act. This rule mandates fulfilling a two-year home residency requirement before becoming eligible for certain visa categories (e.g., H-1B) or adjustments to US permanent resident status, unless a waiver is granted. NOTE: Form DS-2019 is required for potential waiver application purposes. Click [HERE](#).

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**FUSIA is a Department of State Exchange Visitor Program designated sponsor in the J-1 intern category.**



## A Acknowledgement - J-1 Visa/Status (continued)

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**8 Grace Period.** The J-1 visa's duration should align with the period indicated on the initial Form DS-2019. Exchange visitors have a 30-day window to enter the US before their program begins and can stay for an additional 30 days after successfully completing it, which is commonly known as the grace period. Note that participation in exchange activities authorized by Form DS-2019 and DS-7002 is strictly prohibited before or after the official program period. Exchange visitors must depart the US within the grace period. Failing to do so can lead to complications that may adversely affect future admissions or visa applications for the US. Additionally, once the program has concluded, reentry is possible using ESTA status, a tourist visa, or other available visa options, but reentry using a visa sponsored by FUSIA is not possible.

**9 Simultaneous Possession of Same and Different Visa Types.** Exchange visitors may be allowed to hold different visa types simultaneously, such as J-1 and F-1 visas. However, they are not allowed to have the same visa type for two different programs (for example, J-1 Intern and J-1 College Student). Therefore, if exchange visitors plan to participate in consecutive programs with different visa types, they should obtain both visas in their home country before starting the first program. After completing the initial program, they can leave the US and re-enter using the second visa to continue with the subsequent program. If both programs require the same J-1 visa type, exchange visitors should apply for the second visa only after successfully completing the first program of the same visa type. Otherwise, the second visa will override the first one. Note that rules may vary among different US embassies and consulates, so exchange visitors should consult their embassy or consulate for specific guidance.

**10 Travel Validation.** During programs, participants are allowed to exit and reenter the US with authorized Travel Validation provided by their Responsible Officer (RO) or Alternate Responsible Officer (ARO). If approved, the RO or ARO will sign the travel validation section on Form DS-2019, which must be presented when crossing the border. Rules for international travel during the program may differ depending on the sponsoring organization. FUSIA-sponsored exchange visitors applying for international travel during the program should do so at least two weeks prior to their intended travel date. For each subsequent trip during the program, an application should be submitted at least one week before the departure date. Additionally, after returning to the US during the program, exchange visitors must resubmit Form I-94 within 72 hours. Note that if a participant has applied for a program extension while already in the program, it's not advisable to travel during the extended period. This is because they would be required to return to the US embassy or consulate of their original application to reapply for the visa, and this could potentially pose the risk of visa rejection.

**11 Compliance.** 22 CFR Part 62 refers to the specific section within the Code of Federal Regulations (CFR) that governs the EVP. It contains the regulations and guidelines set forth by the DOS that dictate the implementation and operation of the EVP. Compliance with 22 CFR Part 62, along with relevant US laws and sponsor requirements, is essential for participants and hosts. Non-compliance can have severe consequences, such as program termination and potential implications for the participant's future eligibility for admission to the US. Check out [22 CFR Part 62](#).

**12 Abuse or exploitation.** The EVP is administered under the oversight of the Deputy Assistant Secretary for Private Sector Exchange, Bureau of ECA, DOS - State Annex SA-5, Fifth Floor, Washington, DC 20522-0505 or [j1visa.state.gov/contacts](mailto:j1visa.state.gov/contacts). Exchange visitors who are mistreated and/or their rights are violated (and their sponsor is not providing the help they need) should contact the DOS for assistance: J-1 visa Emergency Hotline: 1-866-283-9090 is for use by exchange visitors and third parties in the case of urgent situations. A Department of State representative is available 24 hours a day; email: [jvisas@state.gov](mailto:jvisas@state.gov) is for non-emergency issues, questions, and concerns.

**13 Rights and protections.** The US government is committed to fighting human trafficking and labor abuses. Click [HERE](#) for information and [HERE](#) to download the Wilberforce pamphlet.

For assistance, contact FUSIA at +1 718 643 0311 ext. 11 (office) or +1 917 244 2600 (WhatsApp chat).

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## B Eligibility Checklist - FUSIA-Sponsored J-1 Interns

Sign on the last page to confirm meeting all the listed criteria and agreeing to follow the relevant terms

The following outlines the eligibility requirements for foreign nationals seeking J-1 internship sponsorship through FUSIA. Applicants affirm that they meet all the listed criteria.

**1 Age and Maturity.** Applicants are at least 18 years old before the program start and exhibit the necessary maturity to independently live and work abroad for the duration of the program, demonstrating responsibility in handling emergencies, administrative tasks, and effectively resolving any potential issues with their sponsor.

**2 Foreign Post-Secondary Education.** Applicants, as per 22 CFR 62.4(h)(7), are foreign nationals who are either currently enrolled full-time and actively pursuing studies at a degree- or certificate-granting post-secondary academic institution outside the United States that is recognized by their home country's ministry of education, or who have graduated from such an institution within the past 12 months before the start date of their program as indicated on their Form DS-2019.

**3 English Proficiency.** Applicants have verifiable English language skills that are sufficient for them to successfully function and navigate daily life in English-speaking social and training environments.

**4 Health.** Applicants and their dependents must be physically and mentally fit, free from communicable diseases and conditions that may pose a threat to themselves or others, and maintain qualified health insurance that meets the minimum requirements specified in 22 CFR Part 62.14 for their entire stay in the US.

**5 Academic Standing.** Applicants have no pending disciplinary action or academic probation, unless approved by FUSIA.

**6 Financial Sufficiency.** Applicants are required to have sufficient personal funds readily available to cover program-related and upcoming expenses. FUSIA mandates that each participant maintains a minimum balance of USD 450 per week in their bank accounts or in the account of their financial supporter (such as an immediate family member). To confirm this, credible proof, like a bank statement, is necessary. If the internship is paid, 50% of this required amount can be covered by the salary. However, applicants must ensure that they can afford their expenses whether or not they receive a salary. In all cases, applicants must maintain a minimum of USD 2,500 in their or their financial supporter's bank account throughout the program to address any emergencies.

**8 Visa Prescreening.** Applicants have no known factors that could potentially hinder their visa application or entry to the US, including no criminal record, association with terrorist organizations, previous visa denials, or travel to sanctioned countries within the past three years, during the screening and background check process.

**9 No Permanent Residency Intent.** J-1 internships are not substitute for ordinary employment or means to displace American workers. The J-1 visa is not an alternative or temporary bridge to **H-1B visa**, **F-1 OPT**, or another visa type for permanent residency in the US. Applicants confirm no intent for permanent residency and can provide supporting evidence (e.g., non-final year transcripts, a supportive letter from their educational institution, possession of non-liquid assets, an acceptance letter from a postgraduate school, or proof of employment outside the) of their strong ties to their home country.

**10 Repeating Participation.** Applicants with previous J-1 internship and training program experience are required to provide proof of their eligibility to participate once again.

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## B Eligibility Checklist - Host of FUSIA-Sponsored J-1 Interns

Sign on the last page to confirm meeting all the listed criteria and agreeing to follow the relevant terms

**1 Eligible entities.** As per 22 CFR Part 62.22(g), designated sponsors are authorized to collaborate with US companies and organizations in hosting exchange interns/trainees and implementing exchange programs, subject to having written agreements and implementing adequate screening, vetting, and verification procedures. Below are the general eligibility criteria for hosts of FUSIA-sponsored exchange interns:

- Hosts must be US-based public or private entities with an EIN used for tax purposes.
- Hosts agree to provide necessary information along with credible proof that is available for third-party verification.
- Hosts must have valid Worker's Compensation Insurance or equivalent coverage for FUSIA participants, including unpaid interns, unless exempted by state requirements.
- Hosts agree to comply with program regulations and sponsor-imposed terms.
- Hosts have at least one year of established operational history.
- Hosts are not staffing/employment agencies or collaborating with such agencies for recruiting, screening, orienting, placing, evaluating, or training exchange visitors, in accordance with 22 CFR Part 62.23(j)(3).

**2 Aligned intent and objectives.** Hosts must not use J-1 programs as a substitute for ordinary employment or work purposes as per 22 CFR Part 62.22(b)(1)(ii) or use the program to displace full- or part-time, temporary, or permanent American workers as per 22 CFR Part 62.22(f)(2)(v). The offered positions should primarily aim to assist participants in achieving the objectives of their training and internship programs, rather than being utilized to fulfill labor requirements.

- Hosts must not use J-1 programs as a substitute for regular employment, as a means to replace American workers, or as alternatives for the **H-1B visa** or bridge between **F-1 OPT** and another visa type.
- The offered positions should be entry-level, structured, guided work-based learning positions designed to fulfill the program objectives, and should not be listed on career sites as the same positions for regular employees.
- Hosts acknowledge that participants are required to leave the US following the successful completion of their program.
- Hosts must not offer employment or assist participants in remaining in the US beyond their program period.
- Hosts must not hire participants within 90 days of the program end date.

**3 Supervision.** As per 22 CFR Part 62.22(f)(2), hosts are required to provide continuous on-site supervision and mentoring by experienced staff, ensuring participants gain skills through structured activities like training, department rotations, and on-the-job learning.

- Each participant has a Main Program Supervisor (MPS/POC) and at least one Primary Phase Supervisor (PPS).
- Both require a company-assigned email, be on the host's payroll, and authorized to sign program-related documents.
- Both must hold a postsecondary-level certificate or degree as a prerequisite.
- MPS (typically HR manager) oversees the program and may serve as MPS if eligible.
- PPS provide day-to-day supervision and can supervise up to two participants at a time, unless approved by FUSIA.
- PPS have a college education/equivalent (or 2+ years of relevant professional experience) in the participant's training field.
- Each listed site of activity must have a minimum of two full-time employees present on-site, unless approved by FUSIA.
- Additional supporting supervisors are encouraged to ensure continuous on-site supervision for compliance.

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## B Eligibility Checklist - Host of FUSIA-Sponsored J-1 Interns (continued)

Sign on the last page to confirm meeting all the listed criteria and agreeing to follow the relevant terms

**4 Interview and offer.** Proper screening of applicants is required. Before submitting an application for a prospective exchange visitor sponsored by FUSIA, hosts should have:

- Conducted a documented interview via webcam and/or in-person with each participant to verify their English proficiency, as well as assess their skills, knowledge, and personal qualities for the position as per 22 CFR Part 62.22(f)(3)
- Confirmed that participants are either currently enrolled in and pursuing studies at a foreign degree- or certificate-granting post-secondary academic institution outside the United States or have graduated from such an institution within the past 12 months from their program start date, as indicated in their Form DS-2019.
- Provided each prospective participant with an offer letter, undertaking, or equivalent document that includes important details such as program dates, compensation, and HR policies.

**5 Sufficient resources, equipment, and physical location(s).** Hosts must possess adequate resources, facilities, equipment, and physical location(s) that create a professional environment conducive to learning, in accordance with 22 CFR Part 62.22(f)(2). Specifically, hosts must:

- Have a professional office setting suitable for training, as determined by FUSIA.
- Home-based businesses, employment agencies, or retail stores are not permitted.
- Locate in a safe area that is easily accessible by public transportation, unless accommodations are provided by the host.
- Provide participants with necessary support in finding affordable and secure housing within a 25-mile radius of any listed worksite, with monetary assistance not required but appreciated.
- Provide the required software and equipment for training activities.
- Not demand any specific license or certification from participants.
- Not impose any work-related expenses on participants during their employment.

NOTE: Due to the nature of the exchange visitor program, remote or hybrid work arrangements are not permitted. Participants must intern only at predetermined site(s) as specified in their Form DS-7002. Any temporary changes to the worksite, such as attending conferences or day trips, require prior notification and approval from FUSIA. Shared office spaces are permitted if they meet the required criteria.

**6 Unpaid internships.** In the United States, employees are typically entitled to receive at least the minimum wage, which encompasses both federal and local rates. Hosts must either pay interns a salary that meets the required minimum wage or ensure that unpaid internships comply with the necessary federal and local regulations.

- US employees are generally paid at least the minimum wage, which includes both federal and local rates.
- Participants receiving a salary must be classified as W-4 employees (1099 workers are not considered employees).
- Unpaid interns must meet the [Department of Labor's seven-point FLSA test for unpaid internships](#), and any state or local requirements (e.g., New York hosts, click [HERE](#) for NYS) to be legally considered unpaid.

NOTE: Participants who are not on the payroll and do not receive payment at least equal to the minimum wage are considered unpaid, even if they receive monetary subsidies, which are taxable under US law. Hosts must ensure that these participants meet both federal and state/local requirements for unpaid internships and that their workers' compensation policy covers the interns/trainees, unless a state exemption applies.

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## B Eligibility Checklist - Host of FUSIA-Sponsored J-1 Interns (continued)

Sign on the last page to confirm meeting all the listed criteria and agreeing to follow the relevant terms

**7 Training/Internship Placement Plan (Form DS-7002, training plan, or the T/IPP).** Each exchange intern/trainee is required to have a training plan prepared by the host, which must be written in accordance with specific guidelines outlined in Part C. The training plan must also receive advance approval from the sponsor. Please refer to Part C for more relevant details regarding the training plan requirements.

- Hosts are required to prepare a written and structured training plan for each participant.
- Each training plan must adhere to specific guidelines and receive advance approval from the sponsor.
- Hosts must ensure that all activities and associated details remain aligned without deviations.
- Any concerns, changes, or deviations, whether anticipated or immediate, require immediate notification to FUSIA, followed by the completion of the amendment process within 72 hours, as outlined in 22 CFR Part 62.22(h)(2).

NOTE: Examples of guidelines include the following: full-time, with a minimum of 32 hours per week; no duties involving more than 20% clerical work; and no positions classified as "unskilled labor." The participants' field of study should be directly relevant to the field of the internship. Each training plan should be phase-oriented, requiring at least one phase every three months to demonstrate progression.

**8 Site visitation.** As per 22 CFR Part 62.22(g)(4), new hosts, excluding academic institutions and US government offices, with fewer than 25 employees or annual revenue below three million dollars are subject to site visitation conducted by the sponsor.

- New hosts: Cooperate with sponsor's site visit or provide proof of meeting requirements, exempting them from site visit.
- Repeat hosts who have participated in the FUSIA program in the past three years and have already undergone site visits are exempt from meeting the aforementioned requirements.
- New hosts with multiple sites must arrange separate site visits for each location.
- Each site visit requires an upfront, nonrefundable payment of the necessary fee.

**9 Credibility.** Department of state high regard any parties involved with the exchange visitor program as per 22 CFR Part 62.13(d). Specifically:

- No participants can be placed in positions, occupations, or businesses that could bring the program and/or involved parties into notoriety or disrepute.
- Hosts must not be experiencing situations that may pose such risks and have no outstanding labor, health, and/or safety-related litigations.

NOTE: If hosts encounter minor issues or situations, they are required to inform FUSIA in advance or immediately if such situations arise during the program.

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## C Form DS-7002

**Sign on the last page to acknowledge understanding and acceptance of the terms below**

Form DS-7002 is a comprehensive document that defines the rules and guidelines for the J-1 internship or training program. It specifies the program's objectives and details, fostering clarity and mutual understanding between participants and hosts. The following are crucial rules and terms that both participants and hosts must follow. The undersigned, representing and acknowledge their understanding and commitment to comply with all the terms outlined below.

**1 Definition.** A training plan, commonly referred to as Form DS-7002 or "T/IPP," serves as a roadmap for both the host organization and the participant, providing a comprehensive overview of the approved program activities and important guidelines. The Form DS-7002 specifies the duration of the program, the skills and knowledge to be acquired, and any specific requirements for successful completion. It acts as a crucial reference for participants and hosts, ensuring that the program is carried out in accordance with the established rules and terms.

**2 Contents.** Form DS-7002 is a binding agreement among the participant, host organization, and program sponsor. It contains essential information entered into the DHS's SEVIS system, requiring accuracy and currency. Proposed modifications must be communicated to the sponsor for evaluation and approval, and significant changes may incur additional fees. Unauthorized deviations from the approved training plan can result in non-compliance and immigration consequences. Compliance with the guidelines in the Form DS-7002, along with proper authorization for changes, ensures a successful program experience.

**3 Program Period.** The program period represents the duration authorized by the program sponsor, enabling exchange interns/trainees to participate in activities specified on their Form DS-2019 and DS-7002. Participants are strictly prohibited from engaging in their approved activities before or after the program period. Should participants wish to prolong their program, they can apply for an extension of up to 12 months during the program period. Upon successful completion of the program, participants are obligated to depart from the US within 30 days, as specified in the grace period, following the conclusion of the program period.

**4 Training Phases.** Programs consist of definite phases with specific training tasks and objectives. For programs lasting at least one month, a minimum of one phase is typically required, with up to 25 phases possible. A three-month program has a minimum of two phases, a six-month program requires at least three phases, and a 12-month program needs at least four phases. Each phase, whether in the same or different internship/training field, provides a detailed breakdown of activities and objectives. Phases can overlap but should have no gaps. Additional phases are necessary for programs with multiple activity sites.

**5 Structured and Guided.** Pursuant to 22 CFR Part 62.22(f)(2)(iii), participant(s) should "obtain skills, knowledge, and competencies through structured and guided activities such as classroom training, seminars, rotation through several departments, on-the-job training, attendance at conferences, and similar learning activities, as appropriate in specific circumstances.

**6 Academically Relevant and Work-Based Learning.** Each program is designed to bridge the gap between formal education and practical work experience, enabling participants to receive "work-based learning" within a substantial academic framework in their chosen career field. Accordingly, exchange internships should be directly related to the intern's field of study.

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## C Form DS-7002 (continued)

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**7 Entry-Level and Tailored Skills Level.** All involved parties must note that “interns are seeking entry-level training and experience.” As such, “all placements must be tailored to the skills and experience level of the individual intern” as per 22 CFR Part 62.22(h)(1). No participants are allowed to perform tasks beyond their competency level or requiring a license or certification to perform.

**8 Progression and No Duplicates.** Pursuant to 22 CFR Part 62.22(e)(3), training programs should “expose participants to American techniques, methodologies, and technology and expand upon the participants’ existing knowledge and skill.” This means that every program/phase must show new skills and/or “progression” of existing skills and no programs should duplicate participants’ prior work experience or training received elsewhere.

**9 Full-Time Employment.** Pursuant to 22 CFR 62.22(f)(1)(iv), J-1 interns/trainees must be full-time and work a minimum of 32 hours a week. For the maximum number of work hours, please refer to industry guidelines and [DOL](#) policy. Also check out [work hours guidelines](#) from the DOL.

**10 Balance.** There should be a “balance between the trainees’ and interns’ learning opportunities and their contributions to the organizations.” How the host helps the participant achieve their program objectives should be emphasized.

**11 No Substitutes.** Exchange program must not be “used as substitutes for ordinary employment or work purposes, nor may they be used under any circumstances to displace American workers” as per 22 CFR 62.22(b)(1)(ii), the positions exchange interns/trainees to fill should “exist solely to achieve the objectives of the program” specified in their Form DS-7002 as per 22 CFR 62.22(f)(2)(v), and placements must be “appropriate and consistent with the objectives” as stated in their Form DS-7002 as per 22 CFR 62.22(h)(1).

**12 Less than 20% Clerical Work.** Pursuant to 22 CFR Part 62.22(j)(4), training duties shouldn’t “involve more than 20 per cent clerical work.”

**13 No Unskilled or Casual Labor Positions/Duties.** Pursuant to 22 CFR Part 62.22(j)(1), no participants can be placed in “unskilled or casual labor positions, in positions that require or involve child care or elder care; or in clinical or any other kind of work that involves patient care or patient contact, including any work that would require trainees or interns to provide therapy, medication, or other clinical or medical care (e.g., sports or physical therapy, psychological counseling, nursing, dentistry, veterinary medicine, social work, speech therapy, early childhood education).” Click [HERE](#) for more.

**14 Credibility.** All involved parties should make their best efforts to uphold the credibility of the program. Pursuant to 22 CFR Part 62.22(j)(2), placements in “positions, occupations, or businesses that could bring the Exchange Visitor Program and/or the Department into notoriety or disrepute” are not permitted.

**15 Program Exclusions.** Pursuant to [22 CFR Part 62.22\(j\)\(3\)](#), Engagement and/or cooperation with staffing/employment agencies to recruit, screen, orient, place, evaluate, or in any other way involve them in the program are prohibited.

**16 Cultural Component.** Cultural exchange is the central part of the experience. When writing the training plan, do emphasize the cultural aspect of the program and explain how interactions will be fostered between the participant and their American colleagues.

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## C Form DS-7002 (continued)

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**17 Repeated Participation.** As per 22 CFR Part 62.22(n), former exchange interns/trainees are eligible to participate in additional J-1 internship and training programs, subject to meeting specific criteria. These include: (1) verification of eligibility during the previous program and successful program completion, (2) the additional program focusing on the development of more advanced skills or a different field of expertise, (3) fulfillment of the two-year residency requirement (for J-1 training program applicants), and (4) maintenance of student status, initiation of a new internship program within 12 months of graduation, or successful completion of a recognized course of study and enrollment in the next higher level of academic pursuit (for J-1 internship applicants).

**18 Site(s) of Activity.** Each program is associated with one or more designated site(s) of activity. As defined by 22 CFR Part 62.2, site(s) of activity refer to the physical locations where an exchange visitor participates in their program. Program activities are restricted to the approved site(s) specified in Form DS-7002. In cases where the program involves multiple sites, the primary site (in line with the host information) should be listed on the first page, and each site requires a separate training phase.

**19 Site Visitation.** As per 22 CFR Part 62.22(g)(4), unless the placement is at an academic institution or a US government office, hosts that "that have not previously participated successfully in the sponsor's training and internship programs and that have fewer than 25 employees or less than three million dollars in annual revenue" require a site visit. These site visits ensure compliance with program regulations and facilitate oversight for hosts operating in smaller-scale settings.

For assistance, contact FUSIA at +1 718 643 0311 ext. 11 (office) or +1 917 244 2600 (WhatsApp chat).

FUSIA is a Department of State Exchange Visitor Program designated sponsor in the J-1 intern category.



FUSIA's J-1 Visa Program  BridgeUSA  
The Cross Cultural Internship Program (CCIP)

FUSIA Communications · since 2002  
BridgeUSA (J-1 Visa Program) Designated Sponsor

MBE/WBE certified by NYS DMWBE  
M/WBE certified by NYC SBS  
DBE certified by MTA & NYSUCP

[www.fusia.net](http://www.fusia.net)

## D Program Administration - General

**Sign on the last page to acknowledge understanding and acceptance of the terms below**

The following summarizes rules and guidelines regarding program administration. The undersigned, representing and acknowledge their understanding and commitment to comply with all the terms outlined below.

**1 American Workplace Setting.** Given the cultural components and exchange dynamics of the program, hosts have a crucial role in ensuring that participants gain substantial exposure to American techniques, methodologies, and technologies, as mandated by 22 CFR Part 62.22(b)(1). Hosts play a key role in cultivating an environment that encourages participants' understanding of American culture and society, while American employees hosting participants benefit from engaging in cross-cultural interactions and gaining valuable foreign skills. Hosts are advised to encourage English communication among participants.

**2 Offer Contingency.** If there are any additional procedures or documents that participants must undergo or sign before starting the program (e.g., drug test, confidential agreement), the host should inform both FUSIA and the participant in advance, prior to signing Form DS-7002.

**3 Cultural Component.** The cultural component is an essential part of the BridgeUSA (J-1 visa) EVP experience, as stated in 22 CFR Part 62.8(d)(1). Both hosts and sponsors should provide appropriate cross-cultural opportunities, such as cross-cultural activities, workplace and social gatherings, cultural interactions, and volunteer activities, to exchange visitors during the program period. This helps deepen their understanding of American culture and customs, enabling the "broadest exposure to American society". Hosts are advised to encourage participants to participate in cultural activities and allow them to make up for any lost hours if these events occur during office hours.

**4 Monitoring Duties.** Program sponsors have monitoring duties mandated by the DOS, which involve monitoring and evaluating the progress and performance of hosts and participants, providing essential support, upholding program integrity, ensuring participant safety and well-being, and verifying the accuracy of reported information. Monitoring can be conducted through phone, email, or announced/unannounced in-person housing/site visits. The successful fulfillment of these duties requires the cooperation of both hosts and participants. Hosts and participants are kindly requested to cooperate with FUSIA to ensure the successful fulfillment of the assigned duties.

**5 Evaluations.** According to 22 CFR Part 62.22(f)(2)(iv), both hosts and participants are required to complete and sign necessary evaluations to ensure the quality implementation of their programs. Evaluations must be received before the program ends, and records must be retained for a set period for future auditing. Depending on the program duration and sponsor rules, a midpoint evaluation is typically required. Failure to abide by these rules can have negative impacts on the participant's records and future admissibility to the US. FUSIA's evaluation includes the Host Evaluation (Part A and Part B) for performance grading and a written evaluation (Part C), while the Participant Evaluation comprises compliance questions, written answers, activity write-ups with photos, internship and other photo submissions, and program officer remarks. Photos should capture internship aspects and participant involvement, with permission obtained for posting on FUSIA's photo galleries and social media. Both the Host Evaluation (completed by the Primary Phase Supervisor) and the Participant Evaluation (completed by the participant) require signatures from both the participant and the Primary Phase Supervisor. They are due at the midpoint and end of the program.

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## D Program Administration - Communications

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**1 General.** During programs, both hosts and participants are expected to collaborate closely with FUSIA, adhere to program guidelines, seek prompt assistance for inquiries, and clarify any ambiguities with FUSIA to ensure understanding of program requirements. MPS and PPS(s) are responsible for keeping employees involved in participant supervision informed of program details and updates. Unless otherwise specified, FUSIA primarily communicates with hosts and participants through provided email and phone contacts, and participants must also maintain regular contact with their assigned program officers through approved platforms like WhatsApp or Skype.

**2 Program Officers.** For program inquiries, participants and hosts should contact the assigned FUSIA officers, and in emergencies, dial 911 and notify the RO/ARO for immediate assistance.

Assigned Program Officer 1: (name) Title: (title) Program sponsor: Contact: (email and tel)

Assigned Program Officer 2: (name) Title: (title) Program sponsor: Contact: (email and tel)

**3 Timely Response.** Timely responses and submissions are expected from both hosts and participants throughout the program duration. Hosts and participants are expected to reply emails from FUSIA within 72 hours and meet submission deadlines. If a host and/or participant cannot be reached before or during the program despite multiple attempts for more than seven days or fail to meet submission deadlines, it may be grounds for a program termination decision. If such a situation occurs during the program,

**4 Updated Records and Changes.** During programs, participants are limited to engaging in activities that have been pre-approved and predetermined according to their Form DS-7002. Additionally, hosts and participants are obligated to ensure that their information provided to FUSIA is "accurate, current, and updated" as stated in CFR 62.12(a)(2). Deviations from the activities specified in Form DS-7002 are not permitted. Any changes to the activities specified in Form DS-7002 or any information previously provided to FUSIA must be notified to FUSIA in advance or immediately in unexpected circumstances. Upon approval, participants must complete the amendment process within 72 hours, unless otherwise specified. Making substantial changes to Form DS-7002 is discouraged and may not be approved. If such changes are approved, there may be additional administrative charges.

**5 Issues/Prevention.** Issues often stem from misunderstandings, miscommunication, and the blending of facts and emotions, but they can be resolved smoothly through open communication and timely action. Hosts and participants are encouraged to maintain regular contact with their assigned program officers, keeping them informed of any questions, concerns, or potential issues, in order to prevent and resolve conflicts amicably.

**6 Emergencies/Incidents.** Hosts and participants must immediately notify FUSIA of any concerns, changes, or deviations related to Form DS-7002 as specified in 22 CFR Part 62.22(h)(2-4). Additionally, they are required to promptly report emergent situations, including arrests, workplace incidents, medical emergencies, or participant dismissals, ensuring open communication with FUSIA.

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## D Program Administration - Pre-Departure and Post-Arrival

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**1 Arrival and Departure Windows.** Participants must arrive in the US at least 48 hours but no more than 30 days before their program starts to ensure timely initiation. Following the program's successful completion, participants have a 30-day grace period to depart the US. However, if involuntarily terminated by the sponsor for rule violations, as per 22 CFR Part 62.13(a)(5), participants must leave the US immediately at their own expense, forfeiting the grace period. During the time either before or after the designated program duration:

- Participants are allowed to engage in preparation, packing, greeting acquaintances, or travel.
- Participation in program activities outlined in Form DS-7002 is prohibited.
- Seeking employment or undertaking part-time jobs during this interval is also not permitted.

**2 Orientations.** Pursuant to 22 CFR 62.10(c), both participants and any dependents are required to attend orientations conducted by the sponsor. These orientations must be completed either before or concurrently with the SEVIS check-in. Attendance details and proofs of participation must be submitted after each session for potential auditing, as mandated by the Department of State (DOS).

- FUSIA mandates a Pre-Departure Orientation for all participants.
- FUSIA mandates a Post-Arrival Orientation for both participants and supervisors (can be conducted jointly or separately).
- MPS/PPS(s) are responsible for conveying orientation information to other employees involved with supervision.
- These orientations are usually held via Zoom, except for the in-person Post-Arrival Orientation for CCIP NYC.

**3 Pre-Departure.** After obtaining Form DS-2019 and completing the visa interview, participants must settle any outstanding balances and resolve pending submissions within three days. Prompt trip planning is essential. Additionally, participants need to complete the following tasks at least seven days before departing for the US:

- Upload a copy of the stamped/signed Form DS-2019 and visa.
- Finalize and upload flight itineraries, ensuring round-trip tickets are issued by the airline.
- Confirm that health insurance coverage aligns with the finalized flight itinerary and upload proof of coverage.
- Complete the physician form with a licensed practitioner and upload the completed form.
- For self-placed Exchange Visitors (EVs), schedule appointments with potential landlords.
- If the participant's phone supports eSIM functionality, consider subscribing to a plan before departure to the US.
- If necessary, obtain a transit visa or visa to Canada, an International Driving Permit, and any additional travel insurance.
- Attend a Pre-Departure Orientation for participants.
- Check out [Pre-Departure Checklist](#).

**4 Post-Arrival.** Upon exiting the airport, participants should promptly notify their assigned program officer within 24 hours. Subsequently, they should settle down and ensure the completion of the following tasks within seven days of the initial program start date as specified in Form DS-2019:

- Upload Form I-94.
- Submit a U.S. address, including suite or room number, and provide the necessary proof.
- Submit a U.S. mobile number associated with a qualifying mobile plan and provide the necessary proof.
- Attend a Post-Arrival Orientation (for both participants and supervisors).
- Complete SEVIS check-in and ensure record validation.
- For Exchange Visitors receiving a salary, apply for a Social Security Card and open a bank account.

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## D Program Administration - Pre-Departure and Post-Arrival (continued)

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**5 Late arrival.** Adherence to the designated start date specified on Form DS-2019 is imperative for participants. Should there be a late arrival or early departure, it is mandatory to promptly report to FUSIA and cooperate to initiate program amendment procedures within 72 hours. Non-compliance with these requirements could lead to severe repercussions, including having the SEVIS record marked as "No Show," obligatory program termination, increased scrutiny by CBP, and the imposition of additional fees.

- Participants should exert every effort to ensure the punctual completion of the required check-in procedures.
- If a delay exceeding one day, participants must promptly notify FUSIA and follow the required amendment procedures.
- FUSIA retains the authority to terminate programs without issuing refunds for late arrivals that exceed 10 days.

**6 SEVIS Check-In and Record Validation.** In accordance with 62.13(a)(1), sponsors are required to promptly validate participants' programs upon their arrival in the US by updating the status of their SEVIS record from "Initial" to "Active." This process, often referred to as SEVIS check-in and record validation, must be concluded within 5 days of the participants' arrival in the US. To complete this procedure, participants are obligated to provide Form I-94, a US address, a US mobile number, and attend the Post-Arrival Orientation, ensuring that all outstanding admission submissions are cleared. Failing to validate a participant's record promptly may result in either program termination or automatic invalidation of the SEVIS record, altering its status to "Invalid" or "No Show," indicative of a breach of EVP regulations. In any scenario, this can lead to a complicated and expensive reinstatement process (if allowed) or program termination, necessitating the immediate departure of the participant and any dependents from the US.

**7 Housing Precautions.** Participants are tasked with securing their own housing, with the exception of those enrolled in the CCIP NYC program, who have designated facilities available. It is paramount that participants prioritize the legality and safety of their housing arrangements, exercising caution to navigate the common disputes between landlords and tenants in the US. Below are some general guidelines for participants intending to stay for three months or longer:

- Schedule appointments with potential landlords at least two weeks before arriving in the US.
- The legality of Airbnb varies in US cities, and options such as Live-Work and credit checks may not apply to participants.
- Participants should arrange meetings with landlords to view properties in person (after arrival in the US).
- Avoid disclosing personal information and remain skeptical of photos provided online.
- Refrain from making any payments, commitments, or signing lease agreements before arriving in the US.
- Check out [Short-Term Housing](#), [Cell Plan & Phone Usage](#), and [Banking & Fraud](#).

**8 US Address, Mobile Number, and Bank Accounts.** In compliance with 22 CFR Part 62.13(b)(1), SEVIS mandates the reporting of participants' actual and current US addresses. Those sponsored by FUSIA must maintain a valid US physical address (located within a 25-mile radius from the internship site) and possess a functioning phone with a 4G+ internet connection and a valid US phone number throughout their stay in the US. Participants receiving a salary are encouraged to open a US bank account upon arrival, a recommendation also extended to unpaid participants to minimize the need for carrying cash.

- Some bank accounts come with overdraft protection that may have high interest rates and can activate unexpectedly.
- In case a participant's phone is misplaced or stolen, arranging for a replacement within three days may be required.

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## D Program Administration - First day of Internship

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Participants should report to their host on the first weekday of the program period. The provided information and guidelines outline the essential details regarding the check-in process and the subsequent steps to be taken. Check out [Living in the US](#) and [American Tax Center](#).

**1 Initial Documents.** Participants should bring their original identification documents, present them to the host, and complete any required employment verification forms and procedures.

- Form I-94 serves as an official record of an individual's lawful admission to the US and contains important information such as the arrival date, visa status, and authorized period of stay. Click [HERE](#)
- Form I-9 is a document that verifies the identity and employment eligibility of individuals hired for employment in the US. This form is due within the first three days of the program start date. Click [HERE](#)
- Form W-4 is a tax withholding form that employees need to complete to indicate their federal income tax withholding preferences. This form is not mandatory for unpaid participants. Participants who receive a salary should accurately complete this form and submit it to the host in a timely manner to ensure appropriate tax withholding. Click [HERE](#)
- Form 8233 allows eligible participants to claim withholding exemption on compensation for personal services based on an income tax treaty or personal exemption. For participants from tax treaty countries seeking tax treaty benefits, the host should assist in completing and submitting Form 8233 to the IRS at the start of the internship. Click [HERE](#)

**2 Compensation.** Hosts should ensure that salary-receiving participants are added to the payroll system and paid their wages through methods such as ACH transfers, bank transfers, or checks. The frequency of payment, whether weekly, biweekly, semimonthly, or monthly, should comply with the state and federal payday requirements. Salary-receiving participants should also open a US bank account to ensure they receive their salary promptly. J-1 interns/trainees are considered NRAs thus aren't subject to FICA/FUTA withholding and retirement contributions. Do not use Form 1099 as they aren't considered subcontractors/consultants. Click [HERE](#)

**3 Social Security Card (SSC).** The SSC is an identification document required for filing tax returns and reporting income to the IRS. Salary-receiving participants should apply for an SSC at least 2 days (preferably 10 days, as recommended by the SSA) after completing the SEVIS check-in process. As per the [SSA](#), participants who have not yet received their SSC may enter "Applied For" (paper) or "0" or the "control number" from the appointment confirmation letter. If the payroll system does not allow for such information, hosts may have participants complete the paper form until the actual SSN is received. If the quarterly wage report has been filed before obtaining the actual SSN, hosts may correct the participant's record. Click [Form W-2C](#). Click [HERE](#)

**4 Screening.** Hosts may require participants to undergo screenings, such as drug testing, as per company policy and state law. Clear communication between hosts and participants is important to discuss these procedures and ensure they do not impact the program start date.

**5 Business Cards.** Participants in J-1 internships/training programs generally do not have formal titles within the host as the focus is on the designated internship/training field rather than their original position. BridgeUSA is the new brand identity for the Exchange Visitor Program. If business cards are required, participants should introduce themselves as BridgeUSA interns or participants. This branding should also be used for external communications.

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## D Program Administration - Operational Guidelines

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Hosts should provide participants with an orientation within the first two weeks of their program period. Examples of topics to be covered include rules and regulations, dos and don'ts, expectations, HR policies, and more. Here are some additional guidelines to consider:

**1 Dress Code.** Each host has a specific dress code that employees are expected to adhere to. Prior to their arrival, participants should inquire about the dress policy from their supervisors to ensure they have appropriate clothing. As a general guideline, participants should dress professionally on the first day and seek further guidance from the MPS/PPS(s) for any specific dress code details.

**2 Adjustment and Meetups.** Expectations and preferences may vary among supervisors, so hosts should allow participants some time to adjust to these preferences and establish a regular schedule for progress meetings. Hosts should provide clear feedback and constructive criticism, while participants should proactively seek clarification, feedback, ask questions, avoid assumptions, take notes, and recap any suggestions or goals discussed during the meetings.

**3 Attendance.** Participants are expected to adhere to their host's attendance policy. Despite the prevalence of hybrid work environments, J-1 internship activities should take place at approved site(s) as specified in Form DS-7002. In the event of absences exceeding seven days, participants should notify FUSIA and provide a doctor's note. Extended absences, regardless of the reason, may result in program shortening or cancellation.

**4 Lunch.** Some hosts may encourage employees to eat together as a part of their work culture, while others may have different arrangements. Participants should inquire about the host's lunch culture during the orientation to understand the expectations. Hosts are requested to ensure that participants have a minimum 30-minute lunch break each day. Participants are encouraged to utilize this time to socialize with their American colleagues and build connections within the workplace.

**5 Conflict Resolution and Prevention.** Conflicts can sometimes arise from misunderstandings and miscommunication. To ensure a positive work environment, hosts should proactively address any potential conflicts by initiating open discussions with the parties involved. Early intervention is key in resolving conflicts. Hosts are encouraged to seek assistance from FUSIA in resolving any potential or current conflicts. Early intervention and open discussions are important in addressing and resolving conflicts for a positive work environment.

**6 Work Hours.** This is a full-time internship requiring a minimum of 32 hours per week. Overtime is discouraged, but if it occurs, hosts should comply with federal, state, and local laws regarding work hours and overtime compensation.

**7 Safety and Wellbeing.** Hosts have a responsibility to prioritize the safety and wellbeing of participants throughout the program. This includes avoiding assigning participants tasks that are considered risky or dangerous, such as heavy lifting, and refraining from scheduling activities after dark. In special situations, such as a participant falling ill at work or encountering potential security risks, hosts should take appropriate measures to ensure the participant's safety and promptly send them home if necessary.

**8 Holidays and Weekends.** The program includes cultural exchange and immersion, in addition to work-related activities. Hosts should observe federal holidays, allowing holidays and weekends for cultural activities. Hosts should avoid assigning training or internship duties to participants during holidays and weekends. Participants should take advantage of their days off to engage in cultural activities and new experiences.

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## D Program Administration - Duties

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### Applicable to both hosts and participants

- Adhere to US laws, regulations (e.g., [22 CFR Part 62, FLSA](#)), and rules imposed by the sponsoring organization
- Implement or attend training/internship programs as per the approved Form DS-7002
- Adhere to the authorized exchange activities at the designated site(s) specified in Form DS-7002
- Provide "accurate, current, and updated" information and proofs to FUSIA within the specified deadlines
- Attend mandatory administrative sessions and accommodate visitation requests
- Ensure continued eligibility according to the program's requirements
- Fulfill and submit administrative requests (e.g., evaluations, check-ups) within the specified deadlines
- Review program materials thoroughly and raise any questions
- Maintain regular communication with the assigned program officer(s) for program updates, requests, etc.
- Immediately report any changes, deviations, or validity expiration to previously submissions
- Complete the amendment process within 72 hours upon request, unless otherwise specified
- Collaborate with FUSIA/host to resolve conflicts/issues amicably
- Promptly notify FUSIA in case of emergencies, ongoing issues, or emerging concerns

### Applicable to hosts

- Provide each participant with an arrival briefing or orientation within the first two weeks of the program
- Provide FUSIA with a copy of documents signed by participants
- Adhere to applicable applicable safety, health, and labor standards, rules, and regulations
- Ensure participants receive tax documents and are compensated in a timely manner
- Do not assign participants to any activities that may jeopardize their well-being or pose a risk to their safety
- Ensure participants' safe commute home after dark or in special circumstances such as terrorism
- Use Form W-4 for salary-receiving participants and comply with [federal](#) and [state](#) regulations for unpaid participants

### Applicable to participants

- Comply with host-imposed rules and regulations
- After program acceptance, apply for US visa, complete pre-departure matters, and complete post-arrival matters
- Arrive in and exit the US within 30 days before and after the program (ensure no program activities during grace periods)
- Apply for an SSN (if receiving a salary) and open bank accounts after SEVIS check-in
- Adhere to safety guidelines (e.g., carrying a functioning phone/power bank and avoiding being alone, especially at night)
- If sick during work, use a car service to go home or see a doctor and consider having someone accompany if possible
- Take necessary precautions to ensure personal safety and well-being
- Promptly report any safety concerns or incidents to FUSIA for appropriate action and assistance
- Demonstrate professionalism at work
- Maintain a qualified/uninterrupted phone plan and health insurance and stay safe during programs
- Apply for travel validation at least two weeks before traveling outside of the US during the program period
- Apply for program extension/shortening at least two weeks before the initial or new program end date, whichever is earlier
- Actively participate in cultural activities during programs - Submit photos, videos, and write-ups (evaluations)
- Return to home country and share experiences with countrymen after the program
- File tax return and necessary documents to the IRS by the deadline(s)
- Maintain a US residence within 25 miles of the respective internship site(s)
- Refrain from traveling outside the US, even if the Form DS-2019 is validated for an extended period
- Exercise caution and obtain proper insurance coverage for risky activities, considering parental approval if necessary

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## D Program Administration - CCIP NYC (Housing)

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The information provided on this page applies specifically to participants of the CCIP NYC (full-placed) program and is relevant for hosts and participants only. Skip if not applicable.

**1 General Rules.** FUSIA typically offers a designated housing facility for participant accommodations in CCIP NYC. In the absence of such a facility, participants are responsible for securing their own housing, adhering to the program's criteria. Participants who reside away from the designated facility should notify FUSIA and provide a qualified housing address that meets the program's criteria at least one week before the visa interview.

**2 Alternative Housing.** A qualified alternative housing address must prioritize participant well-being, be located in a safe neighborhood at FUSIA's discretion, and be within a 5-mile radius of the designated facility, if available. Additionally, all housing facilities must be situated within 25 miles of the listed site(s) of activity.

**3 Roommate and Housing Fee.** Participants will have the chance to choose their roommates as they are introduced to each other before the issuance of Form DS-7002. In the process of selecting roommates, participants should give careful thought to personal habits, engage in pre-arrival communication, and have open discussions regarding contingency plans to create a harmonious living environment. Within 3 days of receiving visa approval, participants will choose roommate's name and complete the non-refundable housing payment. If there is no other participant of the same gender available for the same period as a roommate, participants may apply for alternative housing arrangements or choose to have a single room.

**4 Designated Housing.** Participants will be accommodated at the Asiatic Hotel in Flushing, NY 11354. The cost of a standard doubles room is USD 130, which includes applicable taxes, breakfast, limited housekeeping services, and amenities. The room can be shared by two or used by a single student. Check-in is scheduled for the first Saturday after 2 pm, and check-out is on the last day of the program, with departure by 11 am. Housekeeping services are available daily, and bed sheet changes occur every four days as per the predetermined schedule, but only upon request.

**5 Damages and Personal Liability.** Participants are responsible for any damages or additional costs incurred during their stay at the housing facility. A USD 100 cash deposit is required upon check-in.

**6 Disclaimers.** Designated housing availability cannot be guaranteed. Additionally, there may be situations where the designated housing increases rates or implements additional rules that are beyond FUSIA's control. In such cases, participants will be required to pay the difference. If the final rate of the designated housing remains within a 20% increase, participants will likely remain there. If the cost increase exceeds 20%, participants will have the option to find their own housing. If the housing fee has already been paid, it will be refunded. In the event of no available rooms on certain days, participants will be relocated to another nearby 3-star or above housing facility, and any additional costs will be their responsibility. All cost differences must be paid within 72 hours after the announcement. Participants are required to adhere to the rules of their respective housing facilities, whether or not previously announced by FUSIA.

**7 Tips.** Regardless of whether participants live alone or in a designated housing facility, it is crucial to prioritize safety and take steps to minimize potential issues. Use surge protectors for electronic devices and consider converters for electrical compatibility if necessary. Avoid hanging wet clothes on electronic appliances or furniture to prevent damage and hazards. When changing bed sheets, remember to keep the bed clear of any items to minimize accident risks. Familiarize yourself with fire safety instructions, including fire exit routes and proper fire extinguisher use, to be prepared for emergencies.

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## D Program Administration - Special Circumstances

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**1 At-Will Program.** The program operates on an “at-will” basis, allowing participants, hosts, or FUSIA to cancel or conclude the program earlier at any time and for any reason, before or during the program. Such decisions do not entitle participants to refunds or financial compensation.

**2 Program Extension.** Upon successful program completion, a participant’s SEVIS status will transition from “Active” to “Inactive” by the predetermined program end date, restricting their participation in previously designated activities. Participants who wish to extend the program duration can apply for a program extension by submitting the amended/resigned Form DS-2019 and DS-7002, along with the required fees, at least two weeks before the program end date. Requests to extend the program require a valid reason and are subject to sponsor approval. Please note that leaving the US during the extended program period is not advised, as participants will need to reapply for their visa at a US embassy or consulate abroad for the extended period, which may pose a risk of rejection.

**3 Program Cancellation or Shortening.** To cancel or conclude the program before the scheduled end date, participants must notify FUSIA and submit an online application by completing and submitting the amended/resigned Form DS-2019 and DS-7002, along with the required fees, at least two weeks before the program end date. Requests to conclude the program early or cancel it require a valid reason and are subject to sponsor approval. If the program needs to be shortened by less than 15 days from the initial end date, the submission of amended Form DS-2019 and DS-7002 may not be required at the discretion of FUSIA.

**4 Program Termination.** Participation in the program is conditional upon the host and participant’s fulfillment of the program’s eligibility requirements, as well as their compliance with US laws, EVP regulations as outlined in 22 CFR Part 62, and sponsor-imposed rules. Failure to comply with any of the aforementioned requirements, including the submission of incomplete or misrepresented information, may lead to a program termination decision by the sponsor. If the sponsor terminates a participant’s program as per 22 CFR Part 62.13(a)(5), the participant’s SEVIS record is changed from “Active” to “Terminated,” indicating the completion of the sponsor’s obligations. The decision made is irreversible. Following termination, the sponsor is no longer authorized to extend or transfer the participant to another program or category.

**5 Determination.** The final decision to cancel, shorten, or terminate the program lies with FUSIA. FUSIA reserves the right to terminate the program without prior notice or the opportunity for rectification. In the event of program cancellation or shortening, participants are entitled to a 30-day grace period to depart the US, and their future immigration prospects will not be affected. However, program termination during the program necessitates the participant’s immediate departure from the US at their own expense, without a grace period, and may have implications for their future admission opportunities or visa applications.

**6 Host Transfer.** Participant activities should align with their Form DS-7002. If they wish to change hosts, they should notify FUSIA, obtain permission, pay any necessary administrative fees, and complete the required process within the specified timeframe. Deliberately finding another job or changing hosts without prior approval from FUSIA can result in the immediate termination of the program.

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## E Acknowledgement and Disclaimers

Sign on the last page to acknowledge understanding and acceptance of the terms below

The following summarizes the acknowledgment and disclaimer terms. The undersigned, representing and acknowledge their understanding and acceptance of the terms stated.

**1 Retention of Information and Documents.** Pursuant to 22 CFR Part 62.22(f)(4), sponsors bear the legal obligation of retaining a comprehensive inventory of documents and requisite signatures for a minimum period of three years subsequent to the termination of programs. FUSIA, being a program sponsor, fulfills this obligation by meticulously preserving the submissions furnished by hosts and participants.

**2 Release of Information.** FUSIA may share information and/or documents from participants and hosts under certain circumstances. These include:

- Relevant US government agencies (e.g., DHS and DOS) upon their request or for reporting purposes
- Prospective/respective hosts and vice versa
- Respective school and/or associated faculty (for placements referred by partner schools)
- Hospitals and law enforcement agencies in cases of participant experience medical emergencies
- FUSIA-approved housing facilities (applicable to CCIP NYC participants)
- Vendors and/or organizers when participants engage in activities organized by FUSIA

**3 Image Release.** FUSIA, as the program sponsor, is obligated to document program related activities for case studies, auditing/reporting, and written reports, etc.. Furthermore, FUSIA occasionally publishes program-related photos, videos, and write-ups on its website, publications, and social media channels for educational and promotional use. These posts may showcase visual and audio depictions of participants and employees, including their faces, along with the names of the individuals depicted, schools, and hosts. They may also include descriptive narratives of their experiences, as well as quotes and recordings from participants and host employees. By participating in the program, hosts and participants explicitly agree to cooperate with FUSIA in providing such information and materials and grant FUSIA the irrevocable right to publicly share these images, videos, and information on its own websites, promotional materials, and social media channels without requiring repeated individual consent or providing compensation.

- FUSIA does not sell any information to third parties
- Photos and videos are typically obtained from participant evaluation panels, while others are captured by FUSIA
- Participants, obtain permission from individuals featured in the image/videos before submitting them

**4 Resources.** The following is a list of program-related resources that both participants and involved host employees should read and familiarize themselves with:

- **BridgeUSA J-1 EVP** outlining relevant information of the DOS' BridgeUSA (J-1 visa) Exchange Visitor Program
- **J-1 Visa Application & US Entry** regarding the J-1 intern visa application process and admission to the US
- **Living in the US** providing useful information regarding living and daily life in the US
- **Interning in the US** outlining tips and advice that will help participants adapt to a new work environment
- **US Life & Customs** providing participants with a brief understanding of American cultures and daily life
- **American Tax Center** detailing information relevant to SSC application and compensation
- **US City Spotlights** about select US cities, including accommodation options, transportation, and more

For assistance, contact FUSIA at +1 718 643 0311 ext. 11 (office) or +1 917 244 2600 (WhatsApp chat).

FUSIA is a Department of State Exchange Visitor Program designated sponsor in the J-1 intern category.





## E Acknowledgement and Disclaimers (continued)

Sign on the last page to acknowledge understanding and acceptance of the terms below

**5 Associated Documents.** The Host and Intern Application contain the relevant information regarding the rules, terms, and conditions for the respective host and participant. In addition to this document, the following lists associated documents that also contain additional terms that both participant and host should abide by.

#9 (EV)  
#11 (EV)  
#12 (EV)  
#13 (EV)  
#18 (EV)  
#23 (Both)  
#22 (and ) (EV)  
#26 (EV)  
#76 (Host)  
#77 (Host)

**6 No Guarantee.** While FUSIA is committed to facilitating a positive program experience and establishing comprehensive guidelines, it is crucial for both participants and hosts to acknowledge the existence of certain limitations and disclaimers:

- FUSIA encourages participants and hosts to promptly communicate any issues that arise, and endeavors to assist and facilitate resolution to the best of its abilities. However, FUSIA does not bear responsibility for dissatisfaction, disputes, or negative experiences between participants and hosts, nor does it vouch for the quality or performance of either party.
- FUSIA cannot guarantee the safety of participants in relation to their involvement in the program. Participants are advised to exercise prudent judgment and accept full responsibility for their personal safety. The onus lies on the participants to make informed decisions and ensure their own well-being.
- Both participants and hosts should exercise due diligence and caution in their interactions. They are ultimately responsible for their decisions, and FUSIA offers no guarantees regarding the quality or performance of either party.
- FUSIA cannot assure specific timelines or successful outcomes for visa applications, social security cards, or related documents. The final decisions in these matters are at the discretion of the respective US government agencies, over which FUSIA has no control.

**7 Definition of “Released Parties”.** Within the context of this agreement, the term “Released Parties” encompasses the program, FUSIA, its directors, officers, agents, employees, members, stockholders, and any other affiliated individuals or entities involved in its operation, administration, or the provision of services.

**8 Validity.** All submitted and duly signed PDFs shall retain their validity upon the participant’s official acceptance into the program and subsequent payment of the program administration fee. The terms outlined in these PDFs shall persist in effect even after the completion of the program, unless explicitly stated otherwise.

For assistance, contact FUSIA at +1 718 643 0311 ext. 11 (office) or +1 917 244 2600 (WhatsApp chat).

FUSIA is a Department of State Exchange Visitor Program designated sponsor in the J-1 intern category.



## E Acknowledgement and Disclaimers (continued)

Sign on the last page to acknowledge understanding and acceptance of the terms below

**9 Confidentiality.** All confidential documents and information exchanged between FUSIA, participants, hosts, and any relevant parties, including agents and employees, must be handled with discretion and treated as confidential. Disclosure of such documents or information should be restricted to essential program-related circumstances and to the individuals directly involved. Such disclosure may be necessary, for instance, to HR staff for payroll purposes, in cases of participant medical emergencies, or for mandatory program reporting to the Department of State.

**10 Assumption of Risks.** Both hosts and participants acknowledge and accept the risks associated with participating in the program, recognizing that many factors are beyond the control of any party involved. These risks may include, but are not limited to:

- Hospitalization, medical treatment, or even death of participants
- Participants bearing the cost of their immediate return to their home country
- Potential limitations on participants' future ability to return to the US
- The possibility of participants being terminated by their hosts, or hosts being terminated by participants
- Experiencing disappointments or unanticipated outcomes
- Potential business-related challenges such as bankruptcy, staff reductions, relocation, and other changes
- Decisions regarding program withdrawal, shortening, cancellation, or termination
- Changes in immigration laws and regulations
- Participants not receiving pay as agreed upon by the host
- Unforeseen events or circumstances beyond anyone's control, commonly referred to as Acts of God
- The risk of injury or death to participants during air, land, or water travel, as well as traffic-related incidents
- The potential for participants to experience physical or mental illness or injury from various sources

**11 Waiver of Claims and Indemnification.** The participant (along with their next of kin and personal representatives) and the host (including any individuals or entities acting in coordination with them),

- Acknowledge and voluntarily assume all known and unknown risks, costs, damages, and consequences associated with participation in the EVP sponsored by FUSIA
- Agree not to hold the "released parties" liable for any harm or decisions related to the program's termination, shortening, or cancellation
- Forever indemnify and hold harmless the "released parties" from any liability, claims, actions, damages, suits, liabilities, obligations, costs, fees, charges, or other expenses, including reasonable attorneys' fees and costs, that may arise from participation, regardless of whether it was caused by the negligence, carelessness, misrepresentation, error, omission, or misconduct of the "released parties."

**12 Choice of Law.** Pursuant to this agreement and the "associated documents," any disputes arising from or in connection with their participation in the program shall be subject to the laws of the State of New York, US. The resolution of such disputes shall exclusively take place in the courts of Queens County, New York.

**13 Amendment.** The program terms, rules, and regulations are subject to change. FUSIA does not guarantee that the information stated in this document/website is the most up-to-date and accurate. In the event of any modifications, FUSIA reserves the right to request the representatives of the hosts and participants to re-sign this document to reflect these changes.

**For assistance, contact FUSIA at +1 718 643 0311 ext. 11 (office) or +1 917 244 2600 (WhatsApp chat).**

**FUSIA is a Department of State Exchange Visitor Program designated sponsor in the J-1 intern category.**



## E Acknowledgement and Disclaimers (continued)

Sign on the last page to acknowledge understanding and acceptance of the terms below

**14 Program Cancellation, Shortening, or Termination.** Participation in the program is voluntary, with each party retaining the right to withdraw or reduce their involvement at any time and for any reason. The participant agrees to indemnify and hold FUSIA harmless from any risks or consequences arising from program adjustments, regardless of their culpability. Moreover, participants explicitly release FUSIA from all claims and expenses incurred due to alterations in program duration or structure.

**15 Third Parties.** The participant shall not hold the “released parties” liable for any death or injury to persons, or loss or damage to properties caused by third parties. This includes, but is not limited to, the associated host, designated housing facilities, health insurance companies, activity organizers, partner schools/agents, hosts, and any other entities associated with the program. It is explicitly understood that these third parties operate independently of FUSIA. FUSIA does not make any representation or warranty regarding the quality, safety, reliability, or protocols of the goods and services provided by these third parties.

**16 Participant Liability and Indemnification.** The participant acknowledges and accepts sole responsibility for their own financial liability, safety, and actions throughout their participation in the program. Any loss or damage incurred during their involvement is their own responsibility. Additionally, the participant agrees to indemnify and hold FUSIA harmless from any civil or criminal liability they may encounter as a result of their participation in the program. This includes legal claims brought against the participant, for which FUSIA may provide assistance or defense.

**17 Disparagement.** FUSIA takes false accusations or defamatory claims seriously. Participants are strictly prohibited from engaging in or encouraging others to engage in situations, activities, correspondences, and/or conversations that could harm the reputation of FUSIA, the “released parties,” the US Department of State, and the Exchange Visitor Program (EVP).

**18 Frivolous Lawsuit.** In the event that the participant, along with any individuals or organizations directly representing or associated with them, initiates a lawsuit, claim, or seeks damages against FUSIA or the “released parties” during their stay in the US or in connection with their participation in the Exchange Visitor Program (Program) sponsored by FUSIA, the participant shall promptly assume responsibility for paying or reimbursing all legal and associated costs incurred by FUSIA due to such claims. All payments or reimbursements must be made within a period of 30 days.

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FUSIA is a Department of State Exchange Visitor Program designated sponsor in the J-1 intern category.



## F Application - Assessment (EV)

Sign on the last page to confirm the accuracy of the information and answers provided below

After completing Panel 01 and Panel 02, please answer the following questions (one paragraph each) and submit PDFs #52 and #44 (if applicable). Additionally, schedule and attend a Pre-Acceptance Review Session where both the intern and host are present to review final documents for signing and ensure all questions are answered before making an acceptance decision. Your responses depend on your training plan, as outlined in [PDF #23 Form DS-7002](#), so make sure it is finalized before you complete this section.

ANSWER:

ANSWER:

For assistance, contact FUSIA at +1 718 643 0311 ext. 11 (office) or +1 917 244 2600 (WhatsApp chat).  
FUSIA is a Department of State Exchange Visitor Program designated sponsor in the J-1 intern category.



FUSIA's J-1 Visa Program  BridgeUSA  
The Cross Cultural Internship Program (CCIP)

FUSIA Communications • since 2002  
BridgeUSA (J-1 Visa Program) Designated Sponsor

MBE/WBE certified by NYS DMWBE  
M/WBE certified by NYC SBS  
DBE certified by MTA & NYSUCP

[www.fusia.net](http://www.fusia.net)

## F Application - Assessment (EV)

Sign on the last page to confirm the accuracy of the information and answers provided below

ANSWER:

Below are a few examples of administrative duties that involve participants:

- Maintain regular communication with your program advisor.
- Follow provided instructions and comply with program requirements.
- Attend required administrative meetings upon request.
- Promptly report any issues or changes that arise during your participation.
- Complete the amendment process within 72 hours or the specified timeframe whenever necessary.
- Ensure that we have your updated insurance certificate at least 7 days before it expires.
- Maintain uninterrupted "US entry-to-exit" health insurance aligned with the earlier approved PDF #13.
- Ensure that we, as your sponsor, have a copy of your health insurance certificate or equivalent.
- Complete and submit signed evaluations at both the midpoint and the program's conclusion.
- Complete the SEVIS check-in process by submitting your I-94, sharing a valid US physical address within 25 miles of your internship site, providing a US mobile number, and attending the Post-Arrival Orientation immediately upon your arrival in the US.

ANSWER:

For assistance, contact FUSIA at +1 718 643 0311 ext. 11 (office) or +1 917 244 2600 (WhatsApp chat).  
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## F Application - Assessment (EV)

Sign on the last page to confirm the accuracy of the information and answers provided below

- Criminal record or legal issues.
- Affiliation with cults or organizations of concern.
- Outstanding US tax obligations.
- Insufficient evidence of strong ties to your home country.
- Previous travel to US-sanctioned countries.
- US government-imposed entry restrictions on you, your immediate family members.
- Previous unsuccessful US visa applications.
- Incomplete or inaccurate visa application forms.
- False or misleading information provided during the visa process.
- Overstaying a previous US visa or violating its terms.
- Pending or unresolved immigration petitions or applications.
- Activities or conditions raising national security or public health concerns.

ANSWER:

ANSWER:

For assistance, contact FUSIA at +1 718 643 0311 ext. 11 (office) or +1 917 244 2600 (WhatsApp chat).

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## F Application - Assessment (Host)

Sign on the last page to confirm the accuracy of the information and answers provided below

Per 22 CFR 62.22(h)(4), sponsors using host organizations must ensure they abide by all program rules and regulations. Below are abstracts from PDF #25, , and Title 22 CFR Part 62 (Exchange Visitors) Section 62.22, outlining the requirements for J-1 hosts. Click YES to confirm compliance.

For assistance, contact FUSIA at +1 718 643 0311 ext. 11 (office) or +1 917 244 2600 (WhatsApp chat).  
FUSIA is a Department of State Exchange Visitor Program designated sponsor in the J-1 intern category.



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DBE certified by MTA & NYSUCP

[www.fusia.net](http://www.fusia.net)

## F Application - Participant Profile

Sign on the last page to confirm the accuracy of the information provided below

affirms that the information provided below is accurate, current, and complete to the best of their knowledge, and acknowledges that any changes will be immediately reported to FUSIA and amendment procedures will be completed within 72 hours.

### Biographical Information

Passport Name: (given names) (primary/surname) (suffix)  
Passport Country: (citizenship country) (expiration date) (number)  
Birth: (date) (city) (country)  
Other info: (nick name) (gender) (marital status)  
Legal Permanent Residency: (country) (number)

### Contact Information

Permanent: (street address) (city) (state) (zip) (country) (country code) (number)  
Temporary: (street address) (city) (state) (zip) (country) (country code) (number)  
Messeaging via WhatsApp Telegram Signal Kakao :  
Email: (permanent) (secondary)  
LinkedIn URL: | Portfolio URL:

### Current (Most Recent) Postsecondary Institution

School: (name) (code) (foreign ministerially-recognized degree- or certificate-granting post-secondary academic institution located outside the US) (location)  
Student information: (ID) (local or non-local) (full-time student) (position)  
Dates: (admission) (graudation) / (current year/program year)  
Degree/Certificate: (type) (name)  
Specialization: (major 1) (major 2) (minor 1) (minor 2)  
Cumulative GPA: /

### Previous Postsecondary Institution (if applicable)

School: (name) (country)  
Dates: (admission) (graudation)  
Degree/Certificate: (type) (name)  
Specialization: (major 1) (major 2) (minor 1) (minor 2)  
Cumulative GPA: /

### Pre-Acceptance Review Session

PDF #79 : (proof) (date) (method)

For assistance, contact FUSIA at +1 718 643 0311 ext. 11 (office) or +1 917 244 2600 (WhatsApp chat).  
FUSIA is a Department of State Exchange Visitor Program designated sponsor in the J-1 intern category.



## F Application - Host Profile

In accordance with 22 CFR Part 62.22(g)(3), sponsors are obligated to perform a comprehensive screening of prospective hosts for exchange interns/trainees. This entails the acquisition of essential information to authenticate the legitimacy of the hosting entity, corroborated by sufficient proof of the host's business information through third-party verification.

The undersigned, representing , confirm that all the information provided below is accurate, up-to-date, and complete to the best of their knowledge. They understand that any changes to this information, or any issues or situations that might affect their or the participant's involvement in the program or risk the participant's well-being, will be quickly reported to FUSIA. Additionally, they commit to completing any necessary amendment procedures within 72 hours.

### Host Profile

Host: (ID) (code for internal use) (legal name)  
Registration: (EIN) (industry) (business type) (year registered)  
URL:

### Site of Activity

According to 22 CFR Part 62.22(g)(4), new hosts with fewer than 25 employees or an annual revenue of less than three million dollars must undergo a site visit, unless the placement is within an academic institution or a U.S. government office. The location where participants will engage in approved activities is specified as the site. If the program includes multiple activity sites, the submission of an additional application is required.

Site of Activity:  
Annual Revenue:  
Number of fulltime employees onsite:  
Site Visit:

PDF #77 : (proof)  
PDF #76 : (proof)

### Review

PDF #81 : (proof)  
PDF #78 : (proof) (date) (method)\*  
PDF #43 : (proof)  
PDF #80 : (proof) (date) (method)

An interview between the host representative and the participant must be documented as a mandatory requirement. Additionally, we require a copy of the proof of offer, which is a letter issued by the host detailing the specifics of the position.

**For assistance, contact FUSIA at +1 718 643 0311 ext. 11 (office) or +1 917 244 2600 (WhatsApp chat).**  
**FUSIA is a Department of State Exchange Visitor Program designated sponsor in the J-1 intern category.**



## F Application - Host Profile (continued)

**Changes and/or expiration require prior notice and completion of the amendment process within 72 hours**

In accordance with 22 CFR Part 62.22(g)(3), hosts of exchange interns/trainees are obligated to possess a valid workers' compensation policy, equivalent coverage, or provide evidence of state exemption that covers all individuals, including unpaid interns/trainees. The following questions partially reflect the information required in Form DS-7002 and enable the host to confirm their compliance with the stated requirement.

The undersigned, representing , confirm their understanding and compliance with the Department of State's workers compensation policy, and affirm that the information provided below is correct. If the policy has an expiration or undergoes any changes, they will initiate and complete the amendment process within 72 hours.

**Have Workers' Compensation Policy or equivalent?** Answer YES to confirm that the host has a valid Workers' Compensation Policy or equivalent that fulfills the aforementioned requirements. Answer NO only if the host is self-insured or located in states like Texas or South Dakota where statewide exemption applies. ANSWER:

NOTE: Only Texas and South Dakota have no mandates for Worker's Compensation insurance. Some states (e.g., Alabama, Missouri) exempt coverage for businesses whose employee count is less than the minimum number of employees needed to mandate coverage in said state. Click [HERE](#) for more.

**Policy Details.** Indicate the name of the carrier, policy number, and expiration date. If the host is self-insured, please respond with SELF-INSURED. If state exemption applies, please leave this section blank.  
ANSWER: (carrier) (policy number) (expiration)

**3 Workers' Compensation Policy or equivalent covers EVs?** Answer YES to confirm that the host's Workers' Compensation Policy or equivalent covers all listed exchange interns/trainees, regardless of whether they are salary receiving or unpaid. ANSWER:

NOTE: Coverage of unpaid interns by the host's workers' compensation policy depends on state-wide requirements. In New York, both paid and unpaid interns are typically covered. For more, refer to the [NYS Employer Handbook](#), page 42.

**4 Proof of Workers' Compensation Policy or equivalent.** Did the host provide Certificate of Insurance or equivalent that includes the carrier's name, policy number, coverage period, as well as the host's name and address? ANSWER:

NOTE: If the host is self-insured, provide proof of approval as a self-insurer from the state's workers' compensation committee board. For state exemption, provide a captured image from the state government's website displaying the relevant language? Click [HERE](#) and [HERE](#) for samples.

**For assistance, contact FUSIA at +1 718 643 0311 ext. 11 (office) or +1 917 244 2600 (WhatsApp chat).**  
**FUSIA is a Department of State Exchange Visitor Program designated sponsor in the J-1 intern category.**



## F Application - Supervisors

Changes and/or expiration require prior notice and completion of the amendment process within 72 hours

Below are the supervisors involved in overseeing the program and participant. The undersigned, representing , confirm that they are employees (W-2) of the host, authorized to sign documents on behalf of the host, and that the information provided below is accurate, current, and complete. If any listed supervisor is no longer in position, the host must immediately report to FUSIA and complete amendment and supervisor replacement procedures within 72 hours. Any previously signed document remains effective until new documents are signed by the new supervisor.

### Main Program Supervisor (MPS)

ID: Name: Title: Company-Assigend Email: Tel: Mobile Fax:

- Authorized to sign program-related documents on behalf of the host? **YES**
- Have a postsecondary-level certificate or degree and at least one year of work experience? **YES**
- Is a W-2 employee on the host's payroll? **YES**

### Primary Phase Supervisor(s)

- Have a postsecondary-level certificate or degree and at least one year of work experience? **YES**
- Works full-time and is on the host's payroll as a W-2 employee? **YES**
- Work onsite with the respective participant(s)? **YES**
- Have a college education/equivalent (or 2+ years of relevant work experience) in the participant's training field? **YES**

Phase 1 ID: Name: Title: Company-Assigend Email: Tel: Mobile Fax:

Phase 2 ID: Name: Title: Company-Assigend Email: Tel: Mobile Fax:

Phase 3 ID: Name: Title: Company-Assigend Email: Tel: Mobile Fax:

Phase 4 ID: Name: Title: Company-Assigend Email: Tel: Mobile Fax:

Phase 5 ID: Name: Title: Company-Assigend Email: Tel: Mobile Fax:

For assistance, contact FUSIA at +1 718 643 0311 ext. 11 (office) or +1 917 244 2600 (WhatsApp chat).

FUSIA is a Department of State Exchange Visitor Program designated sponsor in the J-1 intern category.



## Intern's Signature

Sign with a pen or an e-signature service that uses cryptography technology (e.g. Adobe or DocuSign)

**By affixing their signature and submitting this document, (also referred to as the applicant, prospective participant, EV, intern, exchange intern, exchange visitor, participant, or simply they or you in this document) hereby applies to participate in the Exchange Visitor Program administered by FUSIA Communications.**

1 FUSIA Communications (also referred to as the organizer, we, the sponsor, designated sponsor, program sponsor, or simply FUSIA in this document) has been designated as a BridgeUSA program sponsor by the State Department. In our communications, the Exchange Visitor Program administered by FUSIA is also referred to as BridgeUSA, J-1, J-1 Program, CCIP, the Cross-Cultural Internship Program, or the program. Despite acknowledging alternative options, you have chosen FUSIA as your designated sponsor to administer your BridgeUSA program.

2 You affirm that you possess the necessary English language skills and competency to understand program-related information, and that you have thoroughly read and understood the information in this document and agree to abide by it without reservation. If third parties (e.g., parents, school, etc.) are involved in your participation decisions, you ensure they are fully informed and in agreement before signing. If they do not understand English, you are responsible for translating to ensure they comprehend the information provided. Additionally, you, along with your heirs, successors, and representatives, agree not to make any claims or engage in disputes with the program.

3 Information provided by applicants and hosts is synchronized with SEVIS and relevant US government agencies, requiring accuracy, currency, completeness, and validity to avoid potential violations of program policy. You affirm your acceptance of this requirement and confirm that all information and documents provided to us are aligned accordingly. While submissions undergo administrative review for verification with user-provided proof, it does not exempt you from the responsibility to ensure that submissions provided to us are accurate, current, complete, and valid.

4 If any changes or discrepancies to your record or circumstances arise that may impact your eligibility for the program from now until its conclusion, you will notify us within 24 hours and complete any necessary amendments or administrative procedures, including the payment of any required amendment fees, within 72 hours.

5 Your participation in the program is voluntary, and FUSIA, the host, or the participant themselves reserve the right to shorten or cancel the program enrollment, for any reason, without financial obligation or compensation. Should such a situation arise during the program, you will be obliged to leave the US at your own expense.

6 Your participation in this program is contingent upon your ability to maintain eligibility and comply with sponsor-imposed rules, US law, and BridgeUSA regulations as outlined in 22 CFR Part 62. Termination decisions rest solely with FUSIA's discretion. In instances of program violation, there is no provision for advance notification or the opportunity to rectify the situation. If your program is terminated due to program violation or breach of US law, the 30-day Grace Period will not apply, necessitating your immediate departure and may adversely impact your future US visa applications or entry into the US. FUSIA maintains the prerogative to amend program policies at its discretion without providing prior notice and may mandate your re-execution of this document.

Participant: ()

Signature Date: 05-10-2024 EST

**For assistance, contact FUSIA at +1 718 643 0311 ext. 11 (office) or +1 917 244 2600 (WhatsApp chat).**

**FUSIA is a Department of State Exchange Visitor Program designated sponsor in the J-1 intern category.**





## Supervisors' Signatures

Sign with a pen or an e-signature service that uses cryptography technology (e.g. Adobe or DocuSign)

By affixing their signature, the undersigned, representing , confirm their agreement to all content and terms in this document and commit to abide by them.

**1 Definitions.** (hereinafter referred to as the host, host company, host organization) is applying to sponsor exchange intern(s) facilitated by FUSIA, operating an Exchange Visitor Internship Program as a third-party host in collaboration with FUSIA, a designated sponsor of the Department of State Exchange Visitor Program. This program is administered by FUSIA Communications (alternatively referred to as the organizer, we, the sponsor, the designated sponsor, program sponsor, or simply FUSIA), a program sponsor by the Department of State. In our communications, the Exchange Visitor Program sponsored by FUSIA might be identified by several names, including BridgeUSA, J-1, J-1 Program, CCIP, the Cross-Cultural Internship Program, or simply the program.

**2 Signer(s).** The undersigned confirm all listed supervisors are employees of the host and represent their authority as authorized representatives to sign program-related documents, ensuring all involved supervisors are informed and updated. If any signer leaves the host during the program, this document remains in effect until the next authorized representative signs it.

**3 Amendment.** The host acknowledges that any occurred or potential changes to the information previously provided to FUSIA must be immediately communicated. If the changes are approved, the host will initiate and complete the amendment process at least 72 hours prior to the anticipated changes, or immediately for unexpected changes. In the case of provided proofs with validity, the host will ensure that updated expiration dates are resubmitted at least 72 hours before they expire.

**4 Affirmation.** The host understands that any situations that may affect their eligibility for the program must be immediately communicated to FUSIA. The host also acknowledges that the visa interview timeline and social security card application timeline are not under the control of FUSIA. Throughout the program, the host will make its best efforts to cooperate with FUSIA in administrative and monitoring duties as a sponsor. If the host has any questions, doubts, or unclear points, they will seek clarification from FUSIA and will not claim to have been misled, confused, or in dispute with the program. Non-compliance with any program-related terms and requirements may result in reporting to the corresponding US government agencies and program termination by FUSIA.

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Supervisor(s):

Host:

Signature date: EST

For assistance, contact FUSIA at +1 718 643 0311 ext. 11 (office) or +1 917 244 2600 (WhatsApp chat).

FUSIA is a Department of State Exchange Visitor Program designated sponsor in the J-1 intern category.

