

#81 Proof of Business Registration

Designated sponsors are obligated to conduct thorough screening of third parties they work with in conducting exchange visitor programs to ensure compliance. The process entails gathering vital information to confirm the legitimacy of hosting entities, supported by credible third-party documents for verification purposes.

Part A Business Registration Information

Each exchange intern/trainee will have a training plan on Form DS-7002 that includes the host (site of activity) information. Ensure that the supporting documentation displays the following information, which is set to appear on each exchange intern/trainee's Form DS-7002.

- (1) Legal name (and assumed name, if used)
- (2) Employer Identification Number (EIN)
- (3) Number of "fulltime employees onsite" at
- (4) Annual Revenue:
- (5) Year founded (or equivalent proof to verify that the company has existed for over a year):
- (6) Website:
- (7) Business information and activities (e.g., industry, website):

Part B Evidence

Please upload credible third-party evidence that displays the essential business information as previously specified. Below are examples. If the file has multiple pages, please combine them into a single PDF file before uploading.

- Form CP 575, Form 147c, Form W-9 - filled and signed [name and EIN]
- Form 941, Form W-2, or Form W-3 [name, EIN, and headcount]
- Screenshot(s) from the Secretary of State website (e.g., click [HERE](#) for NYS hosts)
- Screenshot(s) from reputable credit report/monitor reports and/or government systems (e.g., SAM.gov, dnb.com)
- Form 1040 - filled and signed [name, EIN, and revenue]
- An audit report, P&L statement, or equivalent [name, EIN, and revenue]
- A signed letter/direct email with required information provided by a CPA [name, EIN, and revenue]

Part C Certification

In the event that you cannot supply the required proof for some of the details mentioned above, kindly attach this signed page with additional supporting evidence to affirm the accuracy of the information provided.

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.

