

## BritishAmerican Business Exchange Visitor Program Information and Instructions

### **Purpose of the Program**

BritishAmerican Business's Exchange Visitor Program (the "Program") is designed to promote business relations and commercial ties between the U.S. and the U.K. and to facilitate international exchange by enabling participating companies to bring selected trainees to the U.S. for up to 18 months. This goal is achieved by imparting to trainees knowledge and understanding of U.S. business practices and culture in a structured training program in a specific occupational field. The purpose of the program can be realized only if trainees return to the U.K. to share their knowledge and experience.

### **Application Procedures**

To participate in the Program, the company must:

- Be a member, in good standing, of one of the U.S. based organizations within the British-American Business Council (BABC) and remain in good standing throughout the trainee's stay in the U.S.
- Enter into an agreement (the "Third Party Agreement") with BritishAmerican Business to comply with BritishAmerican Business's Program goal and requirements and the regulations of the U.S. Department of State (DOS).
- If the member company is applying to use the Program for the first time, their US office and site of proposed training must undergo a site visit and screening by BritishAmerican Business officer or designated BABC officer to satisfy the criteria from DOS. The purpose of the site visits is for the sponsors to ensure that host organizations possess and maintain the ability and resources to provide structured and guided work-based learning experiences according to the individualized Trainee's Placement Plan.
- Complete a BritishAmerican Business Application Form for a Certificate of Eligibility ("J1 Application Form");
- Submit a detailed training program in the relevant occupational field on the DS 7002 Training Placement Plan, including original signatures in blue ink; and
- Complete BritishAmerican Business's Insurance Certification form.

## Types of Training Permitted

The program is available to qualified trainees who seek structured training in the following fields:

- Management, Business, Commerce and Finance;
- The Sciences, Engineering, Architecture, Mathematics and the Industrial Occupations;
- Information Media & Communications; and
- The Law.

Each training program must conform to BritishAmerican Business requirements and include the following elements: (1) a statement of objectives; (2) the skills to be imparted to the trainee; (3) detailed phases indicating training syllabus and chronology; (4) justification for any on the job training syllabus or description of how the trainee will be supervised and evaluated.

Duties of Trainees as outlined in the Training Placement Plans will not involve more than 20 per cent clerical work and that all tasks assigned to trainees are necessary for the completion of training.

Ensure that training programs are full-time (minimum of 32 hours a week)

Trainees must not be placed in unskilled or casual labor positions.

## Trainee Qualifications

The program has no age or nationality restriction. Non British trainees must either be a resident of the U.K. or employed by a BritishAmerican Business member's affiliate outside the U.K.

All trainees must be qualified to receive the training by virtue of their academic background and experience. Trainees must have either 1) a degree or professional certificate from a post-secondary academic institution outside the U.S. and at least one year prior related work experience in his or her occupational field; or 2) five years of work experience outside the U.S. in his or her occupational field.

The training may not duplicate the trainee's prior training or experience. The training must also be designed to enhance the trainee's career upon return to the U.K.

If the Non British trainee has been employed by your company for less than 8 weeks we will require a written reference from a third party who will verify the trainee's suitability to participate in the Exchange Visitor Program.

Non English speakers will be required to demonstrate their English language skills sufficient to function on a day-to-day basis in their training environment.

### **Financial and Insurance Obligations of the Participating Company**

Participating companies must demonstrate their financial ability to pay the trainee a salary, which must be commensurate with the trainee's qualifications and experience. Trainees must have sufficient finances to support themselves for their entire stay in the United States, including housing, living expenses and round-trip travel costs.

Participating companies must also ensure that trainees have appropriate sickness and accident insurance coverage that satisfies DOS minimum requirements for the duration of the training. These requirements are listed on the attached insurance information sheet. BritishAmerican Business offers a group policy which complies with these requirements. If a member company wishes to provide its own insurance, a its policy must be noted in the attached Insurance Certification Form.

### **Reciprocity**

DOS regulations require that all exchange visitor programs be reciprocal. Accordingly, participating companies must indicate their willingness to offer Americans a work experience or training opportunity abroad. BritishAmerican Business offers a range of services for Americans going to the U.K. through its Transatlantic Professionals Exchange Program. This unique program, available only to members of the organizations within the BABC, provides a means for participating companies to comply with the reciprocity requirement. Details of the Transatlantic Exchange Program are available from BritishAmerican Business.

### **Cross-Cultural Activities**

Participating companies must expose each trainee to a variety of cross-cultural activities, thereby increasing their understanding of American society, culture and institutions. Activities may include sports, cultural or social events, and trainees should be encouraged to attend functions of their local BABC organization.

### **Pre-Arrival Information and Orientation**

Participating companies must provide trainees with appropriate pre-arrival materials, covering:

- The purpose of the Exchange Visitor Program;
- Details on the One-Country physical presence requirement, if applicable;
- Travel and entry to the U.S.;
- Housing
- General living expenses; and
- Health care and insurance.

Participating Companies must also provide appropriate orientation for all trainees. Orientation should include information on:

- Life and customs in the U.S.;
- Local community resources;
- Available health care and emergency assistance;
- A description of the training program;
- The Program's Information and Instructions form;
- The address and telephone number of the Exchange Visitor Program Services of the DOS and a copy of the Exchange Visitor program brochure outlining the regulations.

BritishAmerican Business can assist participating companies in preparing these materials.

### **Monitoring and Evaluation Requirements**

Participating companies must monitor the program and the welfare of trainees, and must ensure that the activity in which the visitor is engaged is consistent with those listed on the Certificate of Eligibility, Form DS-2019.

Participating members must also develop procedures for the on-going evaluation of the training program. Written reports must be completed and submitted to BritishAmerican Business at the mid-point and conclusion of the program. Evaluation sheets are provided by BritishAmerican Business for this purpose.

### **Program Administration Fees**

The application fee for program participation is \$1,600. Checks should be made payable to BritishAmerican Business.

Extension Fee - \$500

Replacement of Lost or Stolen DS2019 Form - \$250

Reprint of DS2019 Form - \$250

*\*Note: 3<sup>rd</sup> party host company is responsible for all courier expenses associated with the J-1 visa program.*