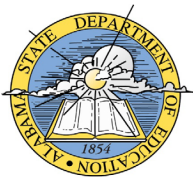




**ALIEEP O.J.T. PROGRAM
SEVIS J-1 INTERN PROGRAM
HANDBOOK**

2026

On-the-Job-Training (O.J.T.)



ENDORSED BY:



ALIEEP
Alabama International
Education and Economic Partnership
100 N. Union St., Suite 732

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This handbook must be read, signed by the J-1 participant, and the signature page returned to the Program Coordinator as a required document before the final Intern Program package is completed.

Alabama International Education and Economic Partnership

The Alabama International Education and Economic Partnership (ALIEEP) is a non-profit (U.S. 501(c)3) educational and cultural exchange organization located in Montgomery, Alabama.

ALIEEP's mission is to provide multilingual and multicultural **EDUCATION** to students, professionals, and entities in ALABAMA and other nations; enhance workforce development for the **ECONOMIC** prosperity of individuals and communities; and facilitate an **INTERNATIONAL PARTNERSHIP** between Alabama and institutions, corporations, and agencies in other nations by bridging differences. Therefore, ALIEEP is committed to providing eligible students, educators, and aspiring professionals worldwide with challenging training opportunities and experience at leading Alabama institutions and companies.

ALIEEP is a U.S. Department of State-designated sponsor that can issue the necessary documents for qualified J-1 Visa intern participants. ALIEEP issuance does not guarantee that participants or their family members will receive a J visa approval from a U.S. Embassy.

Visit www.ALIEEP.org and <https://j1visa.state.gov/> for more information.

Purpose of the BridgeUSA and Global Internship Program

The J-1 Intern Program aims to exchange professional skills and knowledge through structured, supervised On-the-Job Training and internship experience. It is designed to enhance interns' understanding of American culture and working environments while they learn on-the-job techniques, methodologies, and expertise. An international intern should also adapt to the local culture and way of doing things to build good working relationships. At the same time, Americans broaden their global perspectives and comprehension of the dynamically evolving world.

The mission of BridgeUSA and the ALIEEP Internship program is not to replace an employee. Therefore, no exchange visitor can replace an employee. They will assist with productivity and increase performance measures wherever they successfully participate.

While ALIEEP advocates for equal pay for equal work for immigrants to the U.S. as a civil right, we also advocate for paying a stipend to all interns. The J Intern Program is not designed to replace an employee; one should not expect to earn a full-time wage.

All J-1 participants **must provide evidence of their financial sustainability** by receiving a sufficient stipend from their host organization or by combining revenue from home financial sponsors and subsidies from host organizations. They should not work or receive payments outside the original program objectives or the designated host organization. Still, they can volunteer at a non-profit organization and contribute to cross-cultural exchange activities.

ALIEEP is a research and development institute for critical foreign languages and multicultural programs. The National Security Agency has granted ALIEEP to develop a secondary Korean program from 2017 to 2024, while the National Foreign Language Center has endorsed curricula and content development for teaching and learning materials. ALIEEP also continues to improve OJT programs through soft skills by researching and developing robust global workforce training to promote the economic prosperity of individuals and communities.

Therefore, providing an excellent educational training program that benefits international exchange visitors benefits both participants and hosting organizations.

Eligibility Requirements for Intern Programs

Minimum Eligibility Requirements for an Intern:

To be eligible for an Internship with sponsorship, the applicant must be a foreign national who is either:

- Currently enrolled in and pursuing studies at a degree or certificate-granting post-secondary academic institution, and have **completed at least two years of academic studies or**
- Has graduated from a post-secondary degree or certificate-granting academic institution no more than twelve months before the program start date **and**
- Intends to enter the United States to participate in a structured and guided work-based internship program in the specified academic field, and
- Intends to return to their country after enhancing their skills through the On-the-Job-Training.

****Please note:*** The maximum internship program duration is **12 months, excluding the 30-day grace period before the start of the program and after the end.**

The Host Organization Requirement

All J exchange program participants must have a U.S. Host Organization, which can be a for-profit company, a non-profit organization, an institution, or a government agency. The Host Organization must be an existing partner of ALIEEP or agree to partner or **collaborate with ALIEEP to support** the BridgeUSA mission and the designated International intern(s).

ALIEEP collaborates with partners to host and train interns, enabling us to provide visa sponsorship for qualified applicants. ALIEEP must adequately screen any potential Applicants and Host Organizations to determine their eligibility for the program.

A new Host Organization must submit a Host Organization Application form, provide all necessary information in the form, and designate a supervisor or Point of Contact.

The ALIEEP coordinator will review the application and determine the applicant's qualifications and site-visit requirements.

The Host Organization must agree to and sign the Intern Training Placement Plan (DS 7002) and Workers' Compensation insurance coverage — more information to follow.

Registering Application

To begin J-1 sponsorship, complete an online registration or contact apply@alieep.org with a clear objective in the subject line, list your Host Organization (if self-placement) <http://www.ALIEEP.org/application.php>.

After receiving your online registration, the ALIEEP Program Coordinator will contact you and assist with your application.

* It is vital to ensure that all information you submit is accurate and that you complete the entire form, including the Host Organization (if applicable) and any other relevant details. The information submitted on our website will be used to create the Applicant's DS-2019 Form. Therefore, the Applicant's name, date of birth, and other details must exactly match those on the Applicant's passport.-

Any incorrect information may delay your process if it is not denied.

Application Process and Requirements

Officially translated English documents, if they were not issued in English, are required for all documents. In some cases, it may be necessary to ask for additional documentation. Read carefully.

Summary of Required Application Steps and Documents:

- 1) **Gather the Applicant's and Host Company's materials, if known, and register each applicant on the ALIEEP website at <http://www.ALIEEP.org/application.php>.**
- 2) An ALIEEP Program Coordinator will be assigned to process the application. Your Coordinator will contact your Agency, the Applicant, and the Host Organization by email.
- 3) **Submit the Applicant and Host Company materials** to your ALIEEP Program Coordinator.
 - a) **A copy of the Bio-page of the Applicant's passport** and any **previous visas** to enter the U.S.
 - b) The Applicant's **CV / Resume and Self-Recommendation Essay** (One page at most).
 - c) **Evidence of English Proficiency** (TOEFL, IELTS, TOEIC, etc.)
 - d) Academic Transcript(s) of all post-secondary educational institutions.
 - e) The Applicant's **Student Status Verification Form or Student Graduation Verification Form** (signed and stamped by the university).
 - f) **Financial affidavits** (warranties of sufficient financial support).
 - g) Provide proof of work experience if you state it in your resume.
 - h) Applicant's **Health Insurance Coverage** information (if other than ALIEEP's health insurance provider).
 - i) A copy of any outside agreements, if any, exists.
 - j) Completed **ALIEEP EVP Agreement, if approved**.
 - k) Completed **Host Organization Agreement, if approved**.
 - l) Completed **Training/Internship Placement Plan (DS-7002)**.
 - m) Host Organization's **Workers' Compensation Coverage**.
- 4) If applicable, ALIEEP will issue an invoice for the program and any additional fees.

- 5) After receiving your payment, your ALIEEP coordinator will email the applicant instructions to complete ALIEEP's Orientation Module.

The Module consists of information materials and an online quiz. Your organization cannot assist, complete, or otherwise interfere with the applicant's completion of the Orientation Module independently.

- 6) When the applicant has completed the Module, they can schedule a virtual **interview** with ALIEEP. If needed, ALIEEP will also schedule an interview with the Host Organization's program supervisor.
- 7) After all interviews are completed, the application materials will be **finalized and reviewed** for approval.
- 8) ALIEEP will make a sponsorship decision on the application and notify you in writing.

Sending Application Documents

You will receive an email from your ALIEEP Program Coordinator shortly after registering on our website. At that time, please reply to your assigned ALIEEP Program Coordinator with all required application materials. It is essential to read all instructions carefully and follow them accordingly.

DO NOT SIGN ANY DOCUMENTS WITHOUT A COMPLETE UNDERSTANDING OF ITS CONSEQUENCES.

Your ALIEEP Program Coordinator will advise you when to request signatures on the documents.

ACCURATE & EFFECTIVE COMMUNICATION IS ESSENTIAL. Utilize the subject line with your name and program name.

Archive your documents for your records in case they are needed later.

Basic Software

The **Adobe Reader** is required to complete the ALIEEP application materials. For more information on Adobe Reader, see below:

Adobe Reader (Version 9.0 or higher) <http://get.adobe.com/reader/>

Using Adobe, you can type your application information directly into the form fields of our PDF documents. Please complete the PDF documents, save them to your computer, and email them to your Coordinator.

Do not use other programs, such as Adobe Acrobat Editor or Preview, to fill out ALIEEP forms. Any unsaved or incorrect information will cause issues with the application data and delay your application.

ALIEEP Application Process In-Depth

Please review the following information regarding the application materials required for both the Applicant and the Host Organization. ***Self-Placed Application***

Explanation of Required Applicant Materials.

You must provide an English translation.

Ensure all copies of **documents are clear and readable.**

Copy of Applicant's passport and any previous visas used to enter the U.S.

Applicant's CV/Resume – *The resume should list the duration of all previous work experience (mm/yyyy) where available and detail the applicant's educational background, including the graduation date or expected graduation date.*

Letter(s) of reference and Self-Recommendation Essay – All letters of reference must be signed and dated with contact information. If it is a recommendation, it must state the type (working or personal), the length of the known relationship, and the character reference.

Student Status Verification Form – you must use an official form from the Applicant's university. The form must display the enrollment date and the expected graduation date. The university officer must sign and stamp the form.

Graduation Verification Form / Diploma or Certificate (if applicable) – you must provide English and certified evidence of your Diploma or Certificate if required.

Intern Agreement – The applicant must complete this document in full and indicate the health insurance they will use for the duration of their program.

Explanation of Required Host Company Materials:

Host Organization Agreement – Please have the Host Organization supervisor or the Point of Contact (POC) contact the ALIEEP Program Coordinator to complete this document.

Training/Internship Placement Plan (DS-7002 Form) – Please have the Host Organization complete all fields on the form, including their Tax ID/EIN.

Workers' Compensation Proof – The Host Organization must provide you with the Workers' Compensation Insurance and send a copy of their certificate of coverage to the ALIEEP Program Coordinator.

Explanation of Additional Materials that may be required:

J-2 Dependent Agreement – Please have the Applicant complete this document and indicate which health insurance their J-2 Dependent(s) will be used for the duration of the program.

Please send the completed document to your ALIEEP Program Coordinator as an attachment.

Copy of each J-2 Dependent's passport

Full-Placement Application Process

When a qualified intern candidate applies to ALIEEP's O.J.T. Program, we provide full-service support to international interns and existing partners.

Step 1: View available positions on <http://www.ALIEEP.org> or discuss with your ALIEEP case manager.

Step 2: Submit the qualified Applicant's application materials to apply@alieep.org or to the specific instructions listed on each posting under "To Apply For This Position" at InternProgram@alieep.org.

Step 3: ALIEEP will review the materials. If the Applicant is eligible for the J-1 Visa sponsorship and meets the Host Organization's requirements, we will arrange for an initial interview with the Applicant.

Step 4: The Host Organization supervisor (not ALIEEP) makes a hiring or acceptance decision.

Step 5: If the candidate is selected, we will begin the J-1 sponsorship process and provide the Host Organization name to the Applicant.

***Note:** ALIEEP offers a service to search for positions in partner agencies. A Partner Agency is a partner institution or organization of ALIEEP with a Memorandum of Understanding that supports the ALIEEP mission.

ALIEEP has no recruitment agency that charges a fee to support ALIEEP Programs. Therefore, you should not pay for a recruitment agency.

Intern Program Cost & Budget Expectations

The information provides all participants' financial obligations and program costs, along with a reasonable budget expectation for all Exchange Visitors, regardless of whether they hold a paid or unpaid position.

All stakeholders, including participants, the Host Organization's representative, and the Human Resources manager, must be aware of the budget expectations. All participants should know the following financial obligations: ALIEEP's program costs, reasonable local living expenses, and financial obligations during the program period in the United States.

Intern Exchange Visitor Program				
Program Period	Self-Placed	Full-Placement	An extension fee for the additional period.	
N/A	N/A	N/A	Up to 12 more weeks	\$500
03 – 06 months or up to 24 wks	\$1,350	\$1,850	Up to 24 more weeks	\$650
07 – 09 months or up to 38 wks	\$1,650	\$2,250	Up to 38 weeks	\$900
09 – 12 months (up to 52 wks)	\$1,800	\$2,500	N/A	N/A
Transfer fees for up to 24 wks	\$850	\$1,350	N/A	N/A
Transfer Fees for more than 24 wks	\$1,650	\$2,100	N/A	N/A

- ✓ All candidates/participants must be aware of the financial obligation and should sign a Financial Acknowledgment Sheet.
- ✓ ALIEEP shall provide DS-2019 forms to the Host Organization after the Program fee and insurance fees have been received and ALIEEP has approved the application.
- ✓ All participants and stakeholders, including the Host Organization, acknowledge that ALIEEP reserves the right to reject any application. They must acknowledge and agree that ALIEEP has sole discretion in administering its responsibilities.

- ✓ **Paying the Program fees does not guarantee visa approval by the Department of State.**
- ✓ ALIEEP makes no claim or representation about the likelihood of the Participant's J visa application approval or DS-2019 on behalf of the U.S. Department of State, acceptance, or success of any program on behalf of the hosting institution.

There will be an Expedite fee of \$500 if applicable, including an Expedition fee for Extension if received within 30 days of the end date. It is in addition to the posted extension fee.

Health Insurance Requirements

The U.S. Department of State requires that all Intern participants be covered by adequate health/ travel insurance for the entire duration of their programs. The current minimum coverage requirements, as set forth by the U.S. Department of State, are as follows:

- ✓ Medical benefits of at least \$100,000 per accident or illness.
- ✓ Repatriation of remains for \$25,000.
- ✓ Expenses associated with the medical evacuation of the exchange visitor to their home country for \$50,000.
- ✓ A deductible not to exceed \$500 per accident or illness.

Insurance coverage purchased through ALIEEP on behalf of a participant meets and/or exceeds these requirements.

If ALIEEP's policy is used, the Participant will receive the Insurance Brochure and I.D. card in the DS-2019 Mailing.

Suppose the Participant plans to arrive or depart the U.S. before or after their program dates. In that case, they must purchase additional insurance coverage (available through ALIEEP) to cover these dates.

- ✓ All applicants do not have to purchase health insurance provided by ALIEEP if they can prove their coverage during their stay in the U.S., if the Host Organization provides at least the minimum coverage required by the DOS above.
- ✓ ALIEEP offers health insurance that meets the minimum requirements for the J-1 Exchange Visitor Program, which may cost \$59 to \$216 per month per individual participant.
- ✓ The premium cost depends on age and coverage choices determined by the insurance agency, not on ALIEEP.

Applicants who wish to purchase health insurance through ALIEEP should purchase coverage for the entire program duration (as listed in Section 3 of the DS-2019 Form). ALIEEP may require the Applicant to purchase health insurance for the entire duration of the stay in the U.S., including the grace period.

Health Insurance Refund

ALIEEP will deduct \$100 from the refund to cover the service surcharges.

- ✓ If ALIEEP has received payment for insurance coverage and the request for insurance is canceled before ALIEEP sponsorship is approved, we will refund the entire fee.
- ✓ If ALIEEP has received payment for insurance coverage and the insurance is canceled after ALIEEP has approved sponsorship, a full refund may be possible for coverage periods, and the program has not begun at the time of cancellation.
- ✓ If ALIEEP has received payment for insurance coverage and the insurance is canceled after activation, ALIEEP will refund whatever portion of the fee is refunded to ALIEEP by the insurance provider. Any remaining half-month insurance premium will not be refunded.
- ✓ The refund will be at the minimum rate of \$59 per month or 75% of the unused monthly premium, whichever is less. ALIEEP will charge its processing fee, and the refund will be issued only after ALIEEP receives it from the insurance provider.

ALIEEP Sponsorship Invoicing and Payment Terms

If all application materials have been provided to ALIEEP, you will receive an invoice for the program and other associated fees. The invoice will be sent via email, along with detailed instructions for remitting payment. ALIEEP accepts payment by Visa, MasterCard, International Bank Checks, U.S. Money Orders, U.S. corporate checks, and wire transfers.

Make all checks and wire transfers payable to ALIEEP. In addition to sending the payment, email your ALIEEP coordinator a copy of the receipt.

If any fee is paid by credit card, **the service fee will be paid by the sender on the applicant's behalf.** After receiving your payment, your Coordinator will review all application materials and schedule interviews.

Payment Terms:

- ✓ All payments must be received in full before issuing the DS-2019.
- ✓ **Certain forms of a 3rd-party service fee**, such as credit card, bank wiring, and bank checks, may incur a processing fee for which **the applicant/participant is responsible**.
- ✓ If payment terms are not met, then ALIEEP reserves the right to hold DS-2019 until payment is received by the agreed terms above.

Pre-Orientation Module and Quiz

Before the web camera interview, applicants must complete our Video Orientation Module. The Module consists of brief orientation materials and a short online quiz.

Applicants must complete the Orientation Module to proceed with the application. No other personnel can assist, complete, or interfere with the applicant's independent completion of the Orientation Module.

If your agency were to assist the applicant in cheating, that would be a violation. When applicants have completed the module, they will receive an email from their ALIEEP coordinator requesting that they schedule a web interview directly with the coordinator.

Zoom interviews

The ALIEEP Coordinator will contact you to schedule interviews with the Applicant and the supervisor. ALIEEP will schedule supervisor interviews only when ALIEEP or the supervisor deems it appropriate or necessary.

ALIEEP will use a virtual platform to conduct webcam interviews.

Please ensure that all Applicants have access to Zoom or a virtual meeting app. Zoom is a free service available to download at www.Zoom.com. It is recommended that the Applicant test their audio and web camera settings before calling the Program Coordinator at the scheduled time.

The Applicant interview generally lasts approximately 15 minutes. The ALIEEP coordinator will ask the applicant about their qualifications and intentions regarding the J-1 Intern program.

During the interview, the applicant will verify their identity and English-language skills and, if necessary, address any questions about the Orientation Module and possibly other subject matters.

Supervisor phone interview

Your Program Coordinator will speak with the Host Organization supervisor. During the supervisor interview, the ALIEEP Coordinator will explain the role of the visa sponsor, ask general questions about the Host Organization and the proposed training, and provide important reminders about the J-1 Program and supervisor responsibilities.

Final Review of Application and Sponsorship Determination

After a final review of all application materials and interviews, the application will be moved forward. If the application is approved for sponsorship, your ALIEEP Coordinator will email you to request signatures from all relevant stakeholders.

When requesting signatures, follow the instructions in the email from the ALIEEP Coordinator and have the Applicant and Host Organization return ALL pages of the finalized documents.

After receiving all signed documents, your Program Coordinator will request the DS-2019 number from the SEVIS record created for the Intern.

Internship Training Placement Plan and DS-7002

DS-7002 outlines the internship program, including its goals, activities, supervision plan, and cultural exchange opportunities. The training plan must align with the participant's academic studies and provide relevant training in the corresponding fields.

All participants and the host organization must complete the content, agree to it, and all stakeholders must sign and date the training plan.

Site Visit

ALIEEP must conduct site visits to any new host organization in its internship program that has fewer than 25 employees and an annual revenue of less than \$3 million.

- ✓ Host Organizations may not host a J-1 intern if a site visit has not been conducted or is not yet scheduled. If a site visit is required, the Host organization generally pays a non-refundable \$500 fee.
- ✓ Site visits are not required for academic institutions, federal, state, or government agencies.

J-2 Dependent Information

Spouses and/or children under the age of 21 who wish to accompany or join the principal J-1 exchange visitor visa holder in the United States for the duration of his/her stay require a J-2 Dependent Visa.

To apply for sponsorship for a J-2 Dependent:

- ✓ Please submit a J-2 Dependent Agreement, the J-1's initial application materials, and a copy of each J-2 Dependent's passport.

****Please Note: Spouses and children of exchange visitors may not enter the United States before the principal visitor enters for the first time. ****

Work - The spouse and/or children of an exchange visitor in the U.S. may NOT work in J-2 status. If employment is desired, the dependent must apply to U.S. Citizenship and Immigration Services (USCIS) and be approved for permission to work. They must file Form I-765, Application for Employment Authorization, with the USCIS office that serves their area to obtain a work permit (employment authorization document).

Study - The spouse and/or children of an exchange visitor visa holder in the U.S. on an exchange visitor visa may study in the U.S. without being required to apply for a student (F-1) visa.

Spouses and/or children who do not intend to reside in the United States with the principal visa holder but visit for vacations only may be eligible to apply for visitor (B-2) visas or, if qualified, travel without a visa under the Visa Waiver Program.

Family Members following to join the Exchange Visitor:

The spouse and children can also apply for visas after the principal applicant has traveled. In general, they must be able to provide the following documents:

- ✓ DS-2019 Form, SEVIS-generated and approved by the sponsor
- ✓ Copy of the J-1's (principal applicant's) visa
- ✓ Proof that the principal applicant (the person who received the DS-2019 Form) is maintaining his/her J-1 Visa status
- ✓ Proof of relationship to the principal applicant
- ✓ Proof of sufficient money to cover all expenses in the United States.

J-2 Dependent and Additional Fee

For services related to processing sponsorship applications for J-2

Dependents, ALIEEP will charge a minimum of \$500 or 50% of the J-1 Application’s fee, whichever is higher, for the first J-2 Dependent and again at a minimum of \$350 or 75% of the J-1 Applicant’s fee, whichever is higher, for each additional J-2 Dependent.

Budget and Financial Affidavit

An internship is On-the-Job-Training, not regular employment, replacing an employee at a company. Consequently, even if a subsidized stipend is provided or other non-cash benefits, such as housing, are offered, it may not be sufficient to meet the budget's income requirements. Therefore, one must demonstrate financial stability for the internship.

After securing a sponsor, it is crucial to ensure financial stability during the program. Therefore, all applicants must plan and reconcile their budgets and, if necessary, demonstrate financial stability with an affidavit.

If a dependent (s) is accompanied, there must be additional expenses, and such expenses must be supported with the financial affidavit.

Monthly Expenses and Financial Expectations

Consider other financial obligations and expectations that you should be aware of. The examples below are not exhaustive.

Expenses	Expected	Expenses	Expected	Additional
Housing Deposit	\$500 - \$1,000	Daily Commute	\$150 - \$200 / month	Flight & Grand Transportation
Housing Rental	\$750 - \$1,250 / month	Vehicle Insurance	\$150 / month	Vehicle Purchase
Housing Utilities	\$300 / month	MISC items	\$150 / month	Entertainment
Food	\$400 / month	Phone/ Internet	\$150 / month	Vacation/ Travel

DS-2019 Form Mailing or e-Mailing

After receiving all signed documents, your ALIEEP Coordinator will send a DS-2019 Packet directly to the Intern or the Partner Agency (depending on the ALIEEP Partner Agency Contract).

Both the DS-2019 Form and the DS-7002 Form (Training/Internship Placement Plan) will be included in the packet, along with a letter of support for social security purposes.

In addition, the DS-2019 Packet will include helpful information on how to pay the SEVIS fee, prepare for the visa interview, and details on the J-1 participant's responsibilities. If the Participant has purchased health insurance through ALIEEP, the DS-2019 Packet includes a health insurance brochure and card.

All participants must sign and date the front page of the DS-2019.

Please note that, in addition to signing, it is necessary to enter the name of the city where the Participant is located at the time of signature under the "Place" heading.

DS-2019 Reissue:

ALIEEP will charge a reissue fee of \$150 for domestic and \$250 for international reprints for all DS-2019 Form reissues. This does not include the cost of FedEx's DS-2019 Reissuance mailing *or an international mailing fee*.

SEVIS & VISA fees and payment for Embassy Interview

The U.S. Department of State created the Student Exchange Visitor Information System ("SEVIS") to manage status information about international students and exchange visitors in the U.S.

For all interns who have been approved for sponsorship and received a DS-2019 Form, an \$185 (USD) "user fee" is required by U.S. Immigration and Customs Enforcement (USICE). Before a Participant can attend a visa interview, he/she must pay the SEVIS user fee. The participant must also present a copy of the payment receipt at the visa interview. The SEVIS fee can only be paid **AFTER** the participant receives a DS-2019 number.

Please follow these steps to make a SEVIS payment:

- ✓ To pay the SEVIS fee, visit: <https://www.fmjfee.com/i901fee/>
- ✓ Have the DS-2019 Form (Certificate of Eligibility) ready
- ✓ Complete the I-901 Form Online (using information from the DS-2019 Form)
- ✓ Make an \$185 payment using a valid credit card

- ✓ There are SEVIS and visa fees of \$220 + \$185, totaling \$405 as of August 2023.
- ✓ Each applicant is responsible for these governmental fees, whereas ALIEEP is not.

For more information on SEVIS, visit <http://www.ice.gov/sevis/i901/faq.htm>

DS-160 Form

Visit http://travel.state.gov/visa/forms/forms_4230.html

The DS-160 Form is NOT included in the DS-2019 Packet but MUST be completed by the participant before attending a visa interview. The DS-160 Form is a new Non-immigrant Visa Application that replaces the DS-156, DS-157, and DS-158 forms used by most countries.

The Participant should check with the U.S. Consulate or Embassy where they will attend their visa interview to determine whether this form is required. The Participant has completed the DS-160 Form; he/she **must print the confirmation page and bring it to the visa interview.**

Important Participant Information for the Visa Interview

The Partner Agency must review the most up-to-date visa application regulations to ensure that all required regulations are met and that all necessary materials are provided.

* In addition, **all Participants must be aware of the following:**

- ✓ Each Participant must allow sufficient time for the visa application to be processed. It can take up to four weeks, if not more.
- ✓ A printed copy of all materials provided by your agency and all materials emailed or provided by ALIEEP must be brought to the Participant's visa appointment.
- ✓ Each Participant must pay the SEVIS fee, keep the payment confirmation sheet, and bring it to the visa interview.
- ✓ Complete and submit the DS-160 Form and bring it to the interview.
- ✓ Participants must demonstrate their **intent to return to their home country** after the program is over for the J-1 visa interview at the embassy or consulate.
- ✓ No specific guidelines exist about what materials will be accepted to prove this intent.

- ✓ *Examples include a marriage certificate, documents showing that they own property in their home country, a letter describing a future job offer, university enrollment verification, and a letter from a faculty advisor. Generally, they will need to show their return plane ticket.*
- ✓ Participants must prove they have sufficient funds to support themselves in the U.S.
- ✓ All J-1 Interns must show that they have a minimum of \$1,200 for the first month of their program. This amount excludes any stipend they may receive from the Host Organization and the cost of travel to and from the United States.
- ✓ In addition, all interns will need to maintain a monthly budget of \$900, considering any stipend they may not be receiving.
- ✓ An official bank statement is one way to show that the participant has sufficient funds for the duration of his/her program.
- ✓ Participants must be instructed that ALIEEP sponsorship does NOT guarantee that a visa will be issued. **The U.S. Consulate or Embassy has complete discretion in deciding whether to issue a visa.**
- ✓ ALIEEP recommends that participants do not finalize any flight or other travel arrangements until they have received the visa stamped on their passports.
- ✓ Refund conditions are described in the ALIEEP Contract.
- ✓ If a Participant's visa is denied for any reason, he/she must inform ALIEEP immediately. He/she must return the original DS-2019 Form to ALIEEP for any refunds to be considered.

All stakeholders must communicate regularly with ALIEEP regarding the Participant's status.

Traveling to the U.S. and Starting the Program

Participants must also notify ALIEEP of any delays or early arrival in the U.S., as well as at the start of the program.

Notifying ALIEEP as soon as you physically arrive and attending the scheduled Post-Orientation are critical for several reasons. It is to validate your visa and stay in status, and to prepare for your program.

The Partner Agency may assist the Participant with travelling from the airport to the Host Company upon arrival.

Please note that ALIEEP does not arrange airport pickups for Participants.

Check-in and Visa Validation Requirement

The Partner Agency must inform Participants that U.S. Department of State regulations require all J-1 Visas to be validated with the sponsoring organization (i.e., ALIEEP) within 30 days after the program start date printed on the DS-2019 form. ALIEEP instructs Participants to validate within the first week of arrival at the Host Organization.

During the validation call, ALIEEP must speak with both the Participant and the listed Supervisor.

The Partner Agency should notify ALIEEP of any delay in the Participant's arrival in the U.S. Failure to validate within 30 days of the start date printed on the DS-2019 Form will result in the Participant's status automatically reverting to "No Show."

The Participant must supply his/her full U.S. address, including street, apartment number, city, state, and zip code.

Post Orientation

As soon as you arrive in the United States, all participants must schedule and participate in the **ALIEEP Post-Orientation**. The Post Orientation will provide critical information regarding the necessities, such as:

- ✓ How to obtain a U.S. Social Security Card, a state government-issued driver's license, a background clearance if required for your work performance, and other critical documents you need to produce after arriving in the United States.
- ✓ Training on a monthly or quarterly check-in, depending on your program, with your ALIEEP Program Coordinator.
- ✓ How to stay "in status" or "good standing" with your J-1 visa program.
- ✓ Get connected with other ALIEEP participants to share information, such as how to find better deals for your personal needs, settling in, and adopting new Alabama ways.

Staying "In Status" During the J-1 Program

The Partner Agency must inform Participants that they must provide ALIEEP with immediate written, phone, or email notification regarding any change in their program. ALIEEP is the MAIN POINT OF CONTACT for program-related issues during the J-1's time in the U.S.

This includes any changes to their U.S. home address, phone number, or permanent email address, as well as leaving the Host Organization for any reason, voluntary or involuntary, before the program's official end date.

- Failure to immediately notify ALIEEP may be grounds for the participant to be considered "out of status" by the U.S. Department of State, the Immigration Service, or ALIEEP. The Participant may be subject to actions, including, but not limited to, immediate termination of their J-1 Visa status. In this case, they must depart the United States immediately.

To stay "in status," J-1 Participants are expected to:

- Promptly inform both ALIEEP and the Host Organization of any delays in starting the program on time.
- Complete the ALIEEP check-in validation call with the listed Host Organization supervisor within 30 days of the start date printed on the DS-2019 Form.
- Conscientiously perform training/internship activities and follow the instructions given by their supervisor or other Host Organization personnel to the best of their abilities.
- Observe the rules and regulations of the Host Organization and its representatives.
- Treat all Host Organization equipment (e.g., tools, machines, systems, materials, products), including software, carefully.
- Immediately notify ALIEEP of any change in their J-1 Program, including changes in program location, U.S. home address, the end of the program early, etc.
- Understand and comply with the temporary non-immigrant visa regulations of the J-1 Intern Program, which require Participants to leave the U.S. within thirty days of the end date printed on their DS-2019 Form.

J-1 Participants must immediately inform ALIEEP if:

- They experience an emergency of any kind.
- They cannot begin their planned program for any reason.
- They intend to leave the program before the original end date.

- They intend to change to a different host organization.
- They are considering taking any outside employment.
- They change their U.S. home address, email, or phone number.
- The Host Organization terminates or intends to terminate the internship for any reason.
- Problems arise at the Host Organization that affect it in any way.

If Participants experience any problems with the Partner Agency that affect them, including, but not limited to, payment issues and incorrect or misleading information, they should immediately contact ALIEEP. As a sponsor and an advisor with much experience mitigating these issues, ALIEEP can and will assist with most problems and misunderstandings.

Extension or Transfer Requests – General Information

Transfer and Extension requests are considered on a case-by-case basis and are NOT guaranteed approval by ALIEEP. When necessary, you must complete the Transfer/Extension application process to be considered for either a Transfer or an Extension. The participants pay the **associated fee**.

ALIEEP must receive all necessary documentation and application forms at least 30 business days prior to the end date of the training internship on the DS-2019 Form.

Therefore, if the Participant is interested in extending or transferring, contact the ALIEEP Program Coordinator at least 30 days before the end date listed on the DS-2019 Form.

Extension requests, if eligible.

If the original internship lasts less than 12 months and the Host Organization supports a request for additional training, extending it to a maximum of 12 months may be possible.

How to process an extension request:

Step 1: Contact the ALIEEP Program Coordinator to inform the participants that they will be applying for an extension.

Step 2: The Program Coordinator will verify with the Participant and Host Organization that the Participant is “in status” on the J-1 Visa.

***Note:** ALIEEP must receive all necessary documentation and application forms at least 30 business days before the training or internship end date indicated on the DS-2019 Form.

Step 3: If the Participant is “in status,” the ALIEEP Coordinator will request that the Host Organization and J-1 Participant complete an Extension Request Form. After reviewing the justification, the ALIEEP Coordinator will request a DS 7002 for the extension period.

Step 4: After receiving all materials, the ALIEEP Coordinator will invoice for the extension fee and any applicable health insurance costs.

Step 5: After receiving payment, the ALIEEP Coordinator will review the extension DS-7002 and determine the outcome in writing.

Step 6: If the extension is approved, a new DS-2019 Form will be mailed to the Participant along with the signed new/updated DS-7002 Form (Training Plan).

Transfer requests

It may be possible for a Participant to continue a training or internship on the J-1 Visa at a new Host Organization or Host Organization branch under the following conditions:

The Host Organization informs ALIEEP that it agrees to release the Participant to continue training with a different host organization (or a branch of the host organization). **OR:**

ALIEEP determines that the Participant has either (1) not received the program activities described in the original Training Placement Plan or (2) is experiencing unreasonable difficulties with the Host Organization and/or supervisor that ALIEEP determines are not the Participant's fault and could not reasonably have been avoided or cannot be solved. (3) There must be compelling reasons for ALIEEP to consider a request to transfer the host organization.

***Note:** Switching Host Organizations without notifying and obtaining advance approval from ALIEEP violates rules and may subject the Participant to termination from the J-1 Program. In such a circumstance, **the Participant must leave the U.S. immediately.**

How to process a transfer request:

Step 1: Contact the ALIEEP Coordinator to inform the participants that

they will be applying for a transfer.

Step 2: The ALIEEP Coordinator will verify with the Participant and Host Organization that the Participant is "in status" on the J-1 Visa.

***Note:** ALIEEP must receive all necessary documentation and application forms at least 30 business days before the training or internship end date indicated on the DS-2019 Form.

Step 3: If the Participant is "in status," the ALIEEP Coordinator will request that the new Host Organization complete the following:

- Host Organization Agreement with proof of valid Workers' Compensation if applicable.
- The Host Organization must complete the ALIEEP Partner Agency agreement with Tax ID E.I.N. if the Host Organization is not an existing Partner.
- The Participant must complete a new Intern Agreement and DS-7002 Form.
- A site visit may need to be conducted if the proposed new Host Organization has fewer than 25 employees and makes less than \$3 million annually.

Step 4: After receiving all materials, the ALIEEP Program Coordinator will email an invoice for the transfer and, if applicable, visit the site.

Step 5: The ALIEEP Coordinator will review the transfer request. After receiving payment, the ALIEEP Coordinator will schedule an interview with the new host organization supervisor and provide a written decision to notify stakeholders.

Step 6: If the transfer is approved, a new DS-2019 Form will be mailed to the Participant along with the signed new DS-7002 Form.

***Important:** The Participant may NOT begin at the new Host Organization until they have approval for a transfer with the new DS-2019 in hand.

A check-in call is required after the Participant has transferred to the new Host Organization.

Traveling Outside of the U.S. during the J-1 Program

Suppose a Participant plans to travel outside the U.S. during their J-1 program. They must contact ALIEEP before the proposed travel dates and obtain ALIEEP's travel validation signature on their DS-2019 Form.

This signature is required to re-enter the U.S. after their trip. Failure to follow this regulation may result in detention at a border crossing or immediate removal from the United States.

The Partner Agency must inform all Participants of the following:

- ✓ J-1 Participants may not travel outside the U.S. for more than 30 days in aggregate during their program.
- ✓ Participants should research whether they require a visa to enter the country where they intend to travel. Having a U.S. visa does not guarantee entry into other countries, even if those countries grant entry to U.S. citizens without a visa.

***Note:** Any travel outside the U.S. must be completed on the Participant's DS-2019 form before the end date.

If a Participant travels outside of the U.S. during the *Grace Period*, they may not be allowed re-entry to the United States.

Observing the Grace Period

Participants must be instructed by your host agency that:

- ✓ The grace period is 30 days immediately following the official end date of their training/internship program.
- ✓ The purpose of the grace period is to allow Participants to travel within the U.S. and prepare to return to their home country.
- ✓ Staying longer than 30 days past the program's official end date can result in deportation and/or other legal problems and make future visits to the U.S. difficult or impossible.
- ✓ Participants who travel outside of the U.S. during the grace period may be denied re-entry to the U.S., as their J-1 Visa would no longer be valid for entry to the United States.

***Note:** The J-1 Visa does not allow Participants to continue at their Host Organization during the grace period under any circumstances.

Refund Information

ALIEEP's refund policy is outlined on our website. ALIEEP must receive the original DS-2019 to process a refund if the applicant was denied the visa.

ALIEEP Program Fee Refunds:

Suppose ALIEEP has received full payment of the application fee for sponsorship on the J-1 Visa Program or extended sponsorship on the J-1 Visa Program. In that case, ALIEEP will refund the amount according to the policies listed below.

- ✓ For ALIEEP to issue a refund, the Partner/Host Organization and all stakeholders must complete and return the ALIEEP Cancellation Confirmation Form.
- ✓ Any 3rd party service fees or transfer fees (such as credit card, bank wiring, and bank check fees) shall be deducted from the refund amount. ALIEEP will not pay any 3rd-party fees.

Visa Denials by Embassy or Consulate:

Refund of the full application fee, if all the following conditions are met:

- ✓ ALIEEP has approved the Host organization's sponsorship.
- ✓ The Applicant is denied the J-1 Visa by a U.S. Consulate or Embassy with jurisdiction over the Applicant's place of permanent residence.
- ✓ The Applicant has not violated U.S. law and/or visa regulations.
- ✓ ALIEEP receives the original DS-2019 Form issued to the Applicant.
- ✓ Refund the application fee after subtracting \$250 if the application is withdrawn **before** ALIEEP has discussed specifics of the application with any involved party.
- ✓ Refund of the application fee after subtracting \$400, if the application is withdrawn **after** ALIEEP has provided written feedback about any submitted materials.
- ✓ Refund of the application fee after subtracting \$600, if the application is withdrawn after the review of application materials and the applicant is approved but **before** the DS-2019 is issued.
- ✓ If the Applicant cancels his/her J-1 Program at any time for any reason **after arriving in the USA, no refund** of the ALIEEP Program fee shall be provided.

Cancellations of Application by ALIEEP or Applicant:

The fully paid application fee minus \$250 will be refunded if the application is withdrawn before ALIEEP has reviewed any materials or discussed specifics of the application, and the following:

- ✓ Refund of the program fee will be made after subtracting \$400 if the application is withdrawn after ALIEEP has provided written

feedback about any submitted application materials.

- ✓ Refund of the full program fee will be made after subtracting \$600, if the application is withdrawn after ALIEEP has approved the submitted application materials but before the DS-2019 is issued.
- ✓ If the Applicant cancels his/her J-1 Program at any time for any reason after arriving in the USA, no refund of the ALIEEP Program fee shall be provided.

Partner Organization or Agency Obligations, if applicable.

The ALIEEP has no independent recruiting third-party agency that charges you for assistance.

ALIEEP has numerous partner institutions and agencies that advocate for the ALIEEP OJT (On-the-Job Training) programs, sharing a common mission. The ALIEEP SEVIS EVP program meets the mission and enhances your workforce skills globally. Therefore, many partner organizations may **assist you without charging you a fee.**

- ✓ Help Applicants understand the ALIEEP program information, role as a visa sponsor, and the fee and Refund policy.
- ✓ If necessary or requested, the Partner Agency should arrange an authorized translation of the information, contract, and application forms into the applicant's native language to ensure understanding.
- ✓ Assist Applicants in completing the Sponsorship Application.
- ✓ Request and obtain all required forms and supporting information.
- ✓ Submit completed applications to ALIEEP as early as possible, ideally at least 8 weeks before the requested program start date, to ensure timely processing. Some may require additional time, depending on the country's embassy's visa interview timeline.
- ✓ Assist the participant in preparing the visa application and arranging a visa interview after ALIEEP issues the DS-2019 Form.
- ✓ Keep ALIEEP informed of the waiting period at the responsible U.S. embassy or consulate for visa application interviews, the visa status of all Participants applying, and the wait time to receive the visa after the interview.
- ✓ If a refund is necessary, the Partner Agency must complete and submit the Cancellation Confirmation Form and promptly provide Participants with their refund portion.

- ✓ If the visa application is denied, the applicant's DS-2019 Form should be promptly returned to ALIEEP.

Two-year Foreign/Home Residence Requirement

Participants in the J-1 Visa program may be subject to the two-year foreign residence requirement of the Immigration and Nationality Act (Section 212(e)). **If the two-year foreign residence requirement applies to a Participant, the Consular Officer will note it on the DS-2019 Form.**

Two-year home residence may be required if:

- ✓ Applicant receives funding from the United States Government, their government, or an international organization concerning their participation in the Exchange Visitor Program.
- ✓ The education, training, or skills the Applicant will pursue in the U.S. are on their country's Exchange Visitor Skills List.
- ✓ Exchange visitors may apply for a waiver if they have grounds under United States immigration law.

Individuals subject to the two-year home residence requirement are ineligible to apply for an immigrant or permanent visa until he/she has been physically present in the country of his/her nationality for an aggregate of at least two years following departure from the United States.

Change of Status

ALIEEP does not assist with changing visa status or offer legal or immigration services.

Your agency should advise all Applicants and Participants that ALIEEP will not consider sponsorship where the Applicant intends to use the J-1 Visa as a "stepping-stone" to another type of visa.

The Partner Agency must notify ALIEEP if an Applicant is currently in the U.S. on a different kind of visa at the time of the sponsorship application.

A J-1 visa-approved applicant must arrive in the U.S. on a J-1 visa, not another type of visa, such as a visitor visa or the visa waiver program, with the intent to change status to the J-1 Visa after entry.

***Important:** The Partner Agency must notify ALIEEP immediately when any Participant changes status while on the J-1 Program in the U.S.

Summary of ALIEEP Obligations

- ✓ Review sponsorship applications and verify the information to the best of our ability using the official documents submitted.
- ✓ Inform participants and stakeholders about the program regulations and life in the U.S. through our Program Handbook, orientation materials, and supporting documents.
- ✓ Administer and monitor program participation from start to finish, including requesting mid-point and final program evaluations.
- ✓ Ensure that participants have health insurance for their program.
- ✓ Assist participants with their questions and concerns and provide a **24-hour Emergency phone number, when necessary.**
- ✓ Validate the visa and program participation. This will occur only if participants check in with ALIEEP within 30 days of the start date listed on the DS-2019 Form.
- ✓ Failure to check in within that period will result in the Participant going "out-of-status" in the SEVIS system and may result in the termination of their visa.

Additional Information Resources for Participants

The U.S. Citizenship and Immigration Services' website provides information on various topics, including forms and fees, law enforcement, and border management.

The toll-free call center: 1(800) 375-5283, or 1(800) 767-1833 (TTY)

U.S. Citizenship and Immigration Services

<http://www.uscis.gov/portal/site/uscis>

U.S. Department of State J-1 Visa information pages:

http://exchanges.state.gov/jexchanges/j-1_visas.html

Internal Revenue Service (Information for tax declaration purposes)

<http://www.irs.gov/>

SEVIS I-901 Fee <https://www.fmjfee.com/i901fee/>

INTERN PARTICIPANT ACKNOWLEDGEMENT

All participants must sign and date this acknowledgment below to evidence that they have read this handbook and know of the participant’s obligations and financial expectations. They must complete, scan, and send it to internManagement@alieep.org.

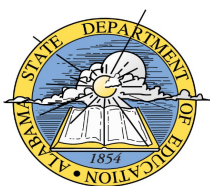
INTERN PARTICIPANT ACKNOWLEDGEMENT

ALIEEP EVP Intern Program Handbook 2025			
J-1 Participant Name:			
Participant Signature			
Signing Date:			
Anticipated Start Date:		Program End Date:	

SEVIS J-1 INTERN PROGRAM HANDBOOK

ALIEEP O.J.T. Program

2026



ALIEEP

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