

## GLOBAL CURRENT SAMPLE APPLICATION DOCUMENTS

We frequently receive requests from clients for sample application documents and tips that can be used as a framework for submitting new J-1 sponsorship applications. With that in mind we have compiled the attached documents to help you successfully structure your application.

In addition to the Terms of Agreement, Host Company Application, and Participant Application sections, we also require that the host company submit the following documents electronically to Global Current (along with payment):

- Company Offer Letter
- DS-7002 Training Plan (Step 4)
- Program Overview

The following instructions within this document will guide you in preparing these important materials. Please make sure to use the formats provided when creating these documents. We do not accept variations.

**The application will enter the queue for processing upon receipt of an electronic copy of the application documents, method of payment, and an emailed unsecured editable/fillable version of the DS-7002. Applicants may be emailed to [sheilaf@aiesecus.org](mailto:sheilaf@aiesecus.org) or [j1forms@aiesecus.org](mailto:j1forms@aiesecus.org)**

Please send all payments to our office at:  
**AIESEC United States, Inc./Global Current  
c/o WeWork  
110 Wall Street  
New York, NY 10005**

Please contact us if you have any questions and we are happy to assist.

E-Mail:  
[j1forms@aiesecus.org](mailto:j1forms@aiesecus.org)

## I. COMPANY OFFER LETTER

Please address the offer letter to the J-1 Program candidate. The letter should be printed on **company letterhead** and have an original signature from the supervisor or a Human Resources representative. The start and end date on the letter **must match the proposed program dates as stated in the Form DS-7002 (TIPP)**. Please specify the **stipend amount in U.S. dollars per month** and the total for the **entire Program**. **Please confirm if the stipend will be paid by the U.S. host company or a foreign entity.**

Please use the 'intern' and 'trainee' category term consistently with respect to the candidate's eligibility.

Our program numbers are as follows:

**Intern: P-3-12317** (actively enrolled full time student or recent graduate)

**Trainee: P-3-02937** (foreign degree & at least 1 yr of full-time experience OR 5 yrs of experience)

**AIESEC US** is the "Program Sponsor" for all **Global Current** Programs. Please keep this in mind when completing the Acceptance Letter and other documents.

### ***Important Tips:***

- Type one program number or the other when creating the letter, depending on whether the program is for a J-1 trainee, or J-1 intern visa.
- We now accept printed color copies of company offer letters.
- Offer letters **must** appear on company letterhead.
- Offer letter **must** be created in the format provided on the next page – we cannot accept variations.
- Offer letter **must** indicate that the Intern/Trainee will train for 32 hours or more per week.
- Please be sure that the offer letter contains the following:
  - If the participant will be paid by the U.S. host company or a foreign entity
  - General field of training (e.g. business, engineering, finance, law, etc.)
  - Supervisor's name

## SAMPLE

June 1, 2022  
Nathan Hawthorne  
127 Millers Ct.  
Basildon, Essex 1PQ 4SL  
United Kingdom

Dear Mr. Hawthorne,

We are pleased to offer you an **internship/traineeship (choose one)** with Simmons Financial Group, LLC.

This letter confirms Simmons Financial Group's agreement to accept you, Nathan James Hawthorne, from the United Kingdom, as an **Intern/Trainee** under the sponsorship of AIESEC United States J-1 Exchange Visitor Program (**P-3-12317/P-3-02937**) - **(Choose one program number)**.

We expect you to begin your **internship/traineeship (choose one)** on August 12, 2022 and to complete your internship/traineeship on August 12, 2023 for a total of 12 months. You are expected to train for **40 hours per week. (Please indicate the number of hours expected to train)**

The experience you will obtain during your program will be in the field of **Financial Services**. You will be under the supervision of **Margaret P. Angleton, Senior Director of Financial Services**. You will be provided a stipend of **\$3,000 gross per month for a total of \$36,000 paid by your U.S. host company (or insert foreign entity details) for the entire internship/traineeship (choose one)**.

In addition to the stipend, Simmons Financial Group, LLC will provide pre-arranged housing and a local transportation allowance in the form of a monthly pre-paid unlimited MTA Metrocard. Our intention in offering you this **internship/traineeship** opportunity is that you will return to the United Kingdom upon the completion of your program.

We are excited to offer this opportunity to join Simmons Financial Group, LLC as an international **Intern/Trainee** and wish you luck in your upcoming visa process.

Sincerely,

*Susanna Smith-Johnson*

Susanna Smith-Johnson  
Director Human Resources

## II. DS-7002 (Step 4)

The U.S. Department of State released a new version of the DS-7002 Training/Internship Placement Plan form in March 2018. U.S. Embassies and Consulates will no longer accept the older version of this document.

The completed DS-7002 form should provide a detailed description of the training content of the entire Intern or Trainee Program. Please complete all fields and have the form signed by both the J-1 candidate and the program "phase supervisor". The phase supervisor must be onsite offering daily supervision. Though originals are preferred, we do accept scanned copies of this document.

### **Guidelines:**

As the DS-7002 instructs, please include one second page per phase. Multiple phases/second pages are required for Training/Internship programs exceeding 6 months. Include pages 3-5 for additional phases.

### **Important Tips:**

- Programs 1-6 months in length should have at least 1 phase.
- Programs 7-12 months in length should have at least 2 phases.
- Programs 13-18 months in length should have at least 3 phases.
- Complete the document to the best of your ability.
- Answer all questions/do not leave any blank spaces.
- Please include a variety of cultural opportunities and activities in your area. **Please include different activities for each phase.**
- Please do not answer "see attached" or "see above" to any questions. The Form DS-7002 must stand self-sufficient without requiring supplemental documentation.
- **Each phase should include a progression of skills, etc. Please do not submit the same descriptions for each phase of the DS-7002.**

Each phase of the DS-7002 should demonstrate increased autonomy and progression in the descriptions of **the Trainee/Intern's role, the specific goals and objectives, and the specific knowledge, skills, or techniques that will be learned.** Please do not submit the same descriptions for each phase of the DS-7002.

### III. PROGRAM OVERVIEW

Program overviews are required for both the Intern and Trainee Programs. It should contain a company profile and an overall objective of the program. This document should be about two pages and provide an overview of the purpose of the program and how it fits into the host company's operations. All training content should be described on the DS-7002. Please use the sample trainee program overview on the following pages for guidance on the length and content.

1. Company Profile – Quantity of information is important here; you may use content from sales materials and the About Us section of the company's website.
2. Purpose of Training/Intern Program – Why the training program exists and what the program's goals are.

***Important Tips:***

- The program overview is largely a summary of the company and the training plan.
- Program overviews must be printed on company letterhead.
- **Please include the year the company was established, annual revenue, and current number of full time employees onsite at the location where the Intern/Trainee will train.**

# SAMPLE

## ***Human Resources Planning & Management Trainee Program***

### **Company Profile & History**

Major Shipper, Inc. was established in November 1968. It is headquartered at 400 Lexington Avenue in New York City and engages import and export shipping between the United States, Europe and other countries. Today, Major Shipper employs approximately 250 people and has five U.S. regional branches (Los Angeles, Houston, San Francisco, Detroit and New Orleans) in addition to 12 subsidiaries and affiliated companies in the United States.

### **Major Shipper's Services**

Major Shipper, Inc. provides specialized services, including marketing and sales support, financing, direct investment, engineering and construction services, and traffic and logistics planning. Major Shipper consists of the following major service units:

- Financial, logistics, information technology and business
- Foods
- Textiles and general merchandise
- Forest products
- Industrial and agricultural chemicals
- Metals and mineral resources
- Energy
- Transportation and industrial machinery
- Power and infrastructure

### **Major Shipper's Financial Profile**

Major Shipper's annual revenue exceeded \$2.8 billion on a consolidated basis for the 2019 fiscal year.

## Training Summary

Major Shipper, Inc. believes that the most effective way to offer training in Human Resources Management is for the Trainee to experience the issues and situations that occur in the strategic and day-to-day management of activities. By participating in the training program, the Trainee will broaden her real world experience and strengthen her professional skills and ability to comprehend, analyze, plan and manage human resources. During her training, she will be exposed to an actual work environment. Any work performed in accordance with our training program will not result in productive employment because the tasks the Trainee will undertake are specifically for her benefit under the direction of supervisory personnel.

The Human Resources Planning & Management Training Program at Major Shipper, Inc. will focus on the following major areas:

- To acquire general knowledge of operation of HR administration and management in the United States
- To acquire in-depth knowledge of U.S.-specific HR issues based on participation in HR management projects
- To acquire in-depth knowledge of hiring procedures for foreign nationals including selection process and development of assignment-based programs
- To understand how personnel affairs of Major Shipper companies and subsidiaries are managed
- To learn how to utilize outside professionals, such as consultants and attorneys, in HR planning and management

The participant's training will be in human resources management and planning and will take place in Human Resources at Major Shipper headquarters in New York. Rebecca Smith, Director of Human Resources will assume the primary responsibility for the training process and syllabus. During the program, the Trainee will also interact with other departments, such as: Corporate Planning & Coordination, Compliance office, Administration, Legal, Finance, Accounting, Investment Support, Systems Planning, and Logistics & Insurance.

The participant will complete and present two reports for feedback and evaluation. These reports are on HR activities specific to temporary and international rotating employees, and analysis of the total program content to show her learning of HR administrative, planning and management concepts.