

12-Month U.S.A. Intern Work Programme

For the Prospective Host Organization



Dear Prospective Host Organization,

This letter is being provided to you by CIEE: Council on International Educational Exchange. We serve as this applicant's 12-Month U.S.A. Intern Work Programme visa sponsor. Thank you for taking an interest in providing an internship opportunity to this candidate!

The 12-Month U.S.A. Intern Work Programme falls under the U.S. Department of State's broader J-1 Exchange Visitor Program. The role of CIEE as a designated J-1 Visa sponsor is to review applications for all J-1 Exchange Visitors and to provide support for participants while they are in the United States. We do so under the regulations and guidance of the U.S. Department of State.

Under this program, participants obtain internship positions within their field of study. The internship position should not displace full-time staff in the U.S., nor should it be a position of employment.

If you are interested in offering this candidate an opportunity to intern at your organization, please consider some of the following basic requirements of a successful Host Organization:

- Complete the DS-7002 Training/Internship Placement Plan. This form must be completed and approved by CIEE before training may begin.
- Provide a structured training of at least 32 hours per week.
- Provide the participant with the physical resources necessary to complete the training (desk, computer, other applicable resources).
- Provide a positive environment for the participant, including access to consistent and constructive supervision and support throughout the training.
- Be available for brief periodic check-ins with CIEE to assess progression of the training.

IWP participants are highly motivated individuals who can be great assets to your work place. Hosting an Irish student or recent graduate will create a more dynamic work environment that fosters new ideas and ways of doing business. If you would like more information about the IWP program or what kind of internships are eligible under this program, please contact our customer service line at 1.888.268.6245 or by email at contact@cieee.org. You can also visit our website specifically for new Host Organizations: www.cieee.org/hire/intern.

Thank you again for your consideration!

Sincerely,

CIEE