



TRAINEE PROGRAM

The Swedish-American Chambers of Commerce of the United States of America, Inc.

INFORMATION, REGULATIONS AND GUIDELINES FOR THE EXCHANGE VISITOR PROGRAM

SACC-USA is designated by the United States Department of State (“DOS”) to sponsor international exchange visitors from Sweden for training in the U.S. **The intern/trainee applicant and host company are urged to carefully read the following information on the program's specific regulations.**

- **Intern:** An intern is a foreign national who is currently enrolled in and pursuing studies at a degree or certificate-granting post-secondary academic institution outside the U.S. **or** has graduated from such an institution no more than 12 months prior to the internship begin date, and who enters the U.S. to participate in a structured and guided work-based internship program in his/her specific academic field.
- **Trainee:** A trainee is a foreign national who has 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/her occupational field acquired outside the U.S. **or** has five years of work experience outside the U.S. in his/her occupational field and who enters the U.S. to participate in a structured and guided work-based training program in his/her specific occupational field.
- **DOS Limitation on the J-1 Intern Status:** Each internship may last up to a maximum of 12 months. An intern may participate in additional internship programs as long as he or she maintains student status or begins a new internship program within 12 months of graduation.
- **DOS Limitation on the J-1 Trainee Status:** Each traineeship may last up to a maximum of 18 months. A trainee may participate in additional training programs after a period of at least two years residency outside the U.S. following an initial training program.
- **Intern/Trainee Responsibilities:** It is both the intern/trainee's and host company's responsibility to keep track at all times of the validity of the intern/trainee's visa.
- **Re-entry into the U.S. During Program:** SACC-USA must fill out the “Travel Validation” section of the DS-2019 prior to international travel. An intern or trainee cannot have more than a 30-day break during a training program.
- **Health and Accident Insurance Coverage:** All interns and trainees and dependents must have health and accident insurance that meets the minimum requirements established by DOS for the entire duration of the training in the United States.
- **Changes in Work Location or Activities:** It is of utmost importance for the host company and intern/trainee to inform SACC-USA of any changes in the training program conditions (training location, termination of training, content of training, etc.) and receive permission for the change. SACC-USA can withdraw sponsorship if any of the conditions of the training program are altered without permission. If SACC-USA withdraws sponsorship, the intern/trainee must exit the U.S. immediately.
- **Evaluations:** Interns and trainees shall be evaluated at mid-point in their training and when they conclude the program. Evaluation forms are available on the SACC-USA website. It is the host company's responsibility to ensure that evaluation forms are submitted to SACC-USA. Interns and trainees should also evaluate their training program and should fill out and submit separate mid-point and final evaluation forms, also available on the SACC-USA website.

SACC-USA

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- **Termination of Assignment:** SACC-USA is required to report when the intern/trainee begins and completes the training program. An intern/trainee or host company wishing to terminate an assignment before the date initially scheduled should inform SACC-USA immediately. The DS-2019 form issued by SACC-USA must be returned, and the trainee may be required to exit the U.S. immediately.
- All individuals currently in the United States, or in the U.S. in the recent past, in any visa category other than a B-1/B-2 or visa waiver, must have been outside the U.S for a minimum of 90 consecutive days before sponsorship is possible.
- SACC-USA is not responsible for time lost from the J-1 visa, if a trainee seeks to obtain J-1 visa status by applying in the U.S. for a change in visa category.
- Failure to enter the United States within 15 days of the training start date may result in cancellation of SACC-USA sponsorship.
- Failure to have English language abilities sufficient to participate in the training program may result in termination of the program.
- No out-of-status individual, regardless of visa category, will be considered for sponsorship.
- SACC-USA recommends that interns/trainees make flight arrangements from their home country to the United States only after they receive their J-1 visa.
- SACC-USA will expect the program to proceed according to the terms and conditions stated in the Training/Internship Placement Plan (DS-7002). Changes in program terms and conditions as stated in the Placement Plan are granted only under unusual circumstances and with the advance approval of SACC-USA. Without this approval the SACC-USA sponsorship will be terminated.
- All contracts, offer letters, agreements, and similar documents issued by the host-company and binding on the trainee must be submitted with the Training/Internship Placement Plan to be approved by SACC-USA.
- Only SACC-USA forms and letters bearing original/scanned/faxed signatures from either the intern/trainee or the host company will be acceptable to complete the application process.
- SACC-USA must have valid mailing and street addresses at all times for both the intern/trainee and the host company.
- All SACC-USA correspondence is sent directly to program participants.

If the host company or intern/trainee should withdraw from the program prior to issuance of the DS-2019, 75% refund of the program fee is refundable to the host company. There is no refund of the program fee if the host company or intern/trainee should terminate the training program, or if SACC-USA should withdraw sponsorship, after receipt of the J-1 visa. If the host company or intern/trainee withdraws prior to SACC-USA's payment of the SEVIS fee, the SEVIS fee is fully refundable.

If you have any questions concerning program regulations or specific arrangements for your intern/trainee, please contact Cecilia Kullman, Trainee Program Director (Tel: 202-536-1520, E-mail: ck@sacc-usa.org).

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