



TRAINEE PROGRAM

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

Training Agreement

Host Obligations

In order for the Swedish-American Chambers of Commerce of the United States of America, Inc. ("SACC-USA") to sponsor an intern or trainee to be trained by your organization, you must agree to accept the responsibilities and obligations outlined below. Your signature means that you understand and agree to the conditions as stated. Please sign and submit this form to SACC-USA. It will be kept by SACC-USA and considered binding for all J-1 interns and trainees. Please keep a copy for your files.

This agreement refers to the structured and guided work-based training program for:

(Intern/Trainee)

to be undertaken at:

(Host Company/Organization)

within the framework of the prescribed Training/Internship Placement Plan (DS-7002).

Training/Internship Placement Plan Obligations

- I understand that the primary objectives of training are to enhance the trainee/trainee's skills in his or her specific academic/occupational field through participation in a structured and guided work-based training program, as outlined in the Training/Internship Placement Plan (DS-7002), and to improve the participant's knowledge of American techniques, methodologies, or expertise within the individual's field of endeavor.
- I affirm that the Host Organization Offer Form and the Training/Internship Placement Plan truly reflect the content of the training being extended to the Intern/Trainee.
- I understand that SACC-USA is my Intern/Trainee's sponsor and not the company/firm/organization I represent. Therefore, it is imperative that all changes, which affect the Intern/Trainee, be submitted to SACC-USA in advance for approval. Such changes include, but are not limited to, location of training, content of training, and length of training. I agree to communicate immediately by phone and then by letter or email any circumstances, which differ in any way from the Host Organization Offer Form and Placement Plan.
- If the Intern/Trainee leaves the host organization for any reason, I will inform SACC-USA within three (3) days.
- I understand that the J-1 Exchange Visitor program is designed to provide foreign nationals with U.S. training meant to enhance careers outside the United States. Therefore, I will not encourage nor render any assistance including helping an Intern/Trainee change visa categories, which would keep an Intern/Trainee in the United States beyond the end date shown on the DS-2019, the document governing the Intern/Trainee's admission and stay in the United States. I further understand that the maximum duration of an internship

SACC-USA

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program (category Intern) is 12 months and the maximum duration of a traineeship program (category Trainee) is 18 months.

- I agree to respond to any requests by SACC-USA concerning my company's Intern/Trainee in a timely manner and complete and follow through on any paperwork required by SACC-USA.
- I understand that SACC-USA has the right to withdraw sponsorship from any Intern/Trainee whose host company does not comply with the SACC-USA Trainee Program, compelling that Intern/Trainee to leave the country, and to deny all future applications from that host company. There will be no refund of administrative fee if sponsorship is withdrawn.
- I certify that: sufficient physical plant, equipment, and trained personnel will be dedicated to providing the specified training; the training program is not designed to recruit and train aliens for employment in the United States; and the trainee will not displace a full-time or part-time employee of the business.
- I agree to closely supervise my Intern/Trainee by means of regular meetings and progress reports.
- I will submit to SACC-USA a mid-term and a final evaluation of my Intern/Trainee's progress and development. Evaluation forms are available for online submission on the SACC-USA Trainee Program website.

Medical Insurance Obligations

- I understand that all Interns/Trainees must be covered by health and accident insurance, at minimum level or better as determined by the Federal Regulations concerning the J-1 Exchange Visitor visa, during the entire length of their training. Coverage limits set by U.S. Federal Regulations are as follows:

Medical and Accident:	\$50,000 per illness/accident
Medical Evacuation:	\$10,000
Repatriation:	\$7,500

I understand that it is the Intern/Trainee's responsibility to have this coverage maintained at all times during the Intern/Trainee's sponsorship in the United States on the J-1 Visa.

My signature indicates that I understand and agree to the conditions above. I realize that if I do not fulfill my obligations and responsibilities as stated, SACC-USA will discontinue its sponsorship of my company/firm/organization's Intern(s)/Trainee(s).

Name:

Title:

Signature: _____ Date: _____ (mm/dd/yyyy)

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SACC-USA Obligations

- SACC-USA is designated by the United States Department of State (“DOS”) to sponsor international exchange visitors for training in the U.S. SACC-USA is responsible for assuring compliance of the host organization with regulations governing exchange visitor programs.
- SACC-USA will be responsible for the issuance of the DOS form DS-2019, which authorizes issuance of a J-1 visa, to Interns/Trainees participating in our Exchange Visitor Program.
- Prior to the issuance of DS-2019, SACC-USA will assure that Interns/Trainees have obtained health and accident insurance meeting the above-stated minimum standards prescribed by DOS. Interns/Trainees are responsible for maintaining/extending such coverage.
- SACC-USA will arrange for adequate, qualified, and trained staffing and sufficient support for the administration of SACC-USA’s International Exchange Visitor Program.
- (When applicable) SACC-USA will be responsible for the screening and selection of Interns/Trainees participating in the SACC-USA Exchange Visitor Program. SACC-USA will ensure the proper match between the Intern/Trainee’s background, experience, and training objectives and the host organization. SACC-USA shall ensure that the Intern/Trainee possesses sufficient proficiency in English to participate in his or her training program.
- SACC-USA will ensure that Interns/Trainees are provided with sufficient pre-arrival information and orientation regarding the culture and living conditions in the U.S. SACC-USA will monitor each Intern/Trainee’s training program to ensure that the Intern/Trainee is engaged in activities consistent with the approved training program and to assist in the successful completion of the training program.
- SACC-USA will provide a contact point which can be reached at all times by Interns/Trainees and host organizations in an emergency situation.
- SACC-USA will submit an annual report to DOS, in the form prescribed by DOS, reviewing the status of our Exchange Visitor Program.

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