

# AIFS Trainee

## WHAT IS THE AIFS J-1 TRAINEE PROGRAM?

The J-1 trainee program permits participants to stay in the U.S for up to 18 months to gain valuable skills in their career field. AIFS is a U.S. State Department designated sponsor for the J-1 trainee program for the following categories and program durations:

- Education, Social Sciences, Library Sciences, Counseling and Social Services 6 months, 12 months, 18 months
- Hospitality and Tourism 6 months, 12 months
- Management, Business, Commerce and Finance 6 months, 12 months, 18 months

## PARTICIPANT ELIGIBILITY:

Trainees must hold a degree or non-vocational, professional certificate from a college, university, or other post-secondary academic institution of higher education outside the U.S. **AND** at least 1 year of related professional experience outside the U.S.; **OR** have at least 5 years of related, full-time professional experience outside the U.S.

All trainee applicants must also be able to document their current and previous related occupational experience from current/former employers outside the U.S.

## AIFS TRAINEE REQUIREMENTS:

Trainee must submit the following:

- Background check
- Medical form
- 2 References

*If a trainee submitted any of these documents to an AIFS subsidiary dated within the past 12 months, those documents will suffice for this requirement.*

## EMPLOYER REQUIREMENTS:

- Complete trainee training plan
- Provide housing for trainee
- Comply with local, state, and federal minimum wage laws
- Provide trainee with cultural exchange opportunities

## EMPLOYER PRICING:

Type	Price
AIFS Trainee Program Fee	\$2,000
Sevis Fee	\$220
Medical Insurance	\$100/month
Site Visit	\$300*

*\*one time only fee*

# AIFS *Trainee*

## HOW DO I GET STARTED?

Please contact your Camp America representative to register your interest in having your camp participate in the trainee program. You will then receive further information from the trainee team with how to start the process.

## WHAT DOES MY PARTICIPANT HAVE TO DO?

Any potential participant will complete biographical information as well as a work and education history via a link we will provide. At this stage Camp America will determine eligibility for the program under the visa regulations.

## WHAT STEPS DO I HAVE TO COMPLETE?

Upon participant verification of eligibility for the program, you will then be prompted to complete information about your camp. This will include organization details as well as information related to the specific participant's placement at camp. The last piece will be to complete the training plan for the participant and submit for review by Camp America.

## WHAT IS THE TRAINING PLAN?

The training plan (officially known as the DS-7002) outlines what kind of training a participant will receive while on the program. It must be tailored to each participant, their background, and their role at camp. The training plan is split into multiple phases each covering different aspects of camp's operation and accompanies the DS-2109 when a participant attends their embassy appointment.

## WHAT HAPPENS NEXT?

Upon submission of the training plan, Camp America will provide feedback on any edits needed and then finalize the paperwork. A DS-2019 and DS-7002 will then be generated and sent to the participant for final signature. Camp America will assist participants through the embassy process and coordinate starts dates for arrival at camp.

What is required when the participant has arrived at camp?

Alongside providing participants with housing and cultural exchange opportunities, camp will need to document that the training plan is being utilized to provide the appropriate training during the participants time on the program.

## WHAT IF I HAVE MORE QUESTIONS?

Please contact the trainee team at [Trainee@aifs.com](mailto:Trainee@aifs.com).