



Getting Started on Your Applicant's Training Plan (DS-7002)

The Training Plan, or Form DS-7002, is the central component of your Trainee's visa application. They will be required to present this document at their eventual J-1 visa appointment along with their DS-2019. The training plan consists of multiple phases, each of which detailing specific activities, objectives, and goals during their stay in the U.S.

Once your trainee has completed their application, your organization will receive a link to the corresponding training plan. Our team will be there to answer any questions and assist with any suggested edits before it is finalized.

Section 1: Exchange Visitor Information

This first section includes basic biographical information for your trainee, including their field of study or profession, years of experience, and intended program dates.

Section 2: Site of Activity Information

This section includes details relating to the host organization. You will be asked to provide the following key pieces of information:

- Hours per week (minimum of 32 required)
- Annual revenue of organization
- Workers' compensation (insurance provider's name and policy number)
- Total number of full-time staff
- Employee ID number unique to intended trainee.

Section 3: Certifications

You will be asked to e-sign, agreeing to AIFS terms and conditions. Please note that after the training plan is approved, a finalized copy will be sent out for e-signature. All phase supervisors designated in the training plan will be required to sign before the DS-7002 is generated for the applicant.

Section 4: Training/ Internship Placement Plan

This section will outline each phase of the traineeship. While the number of phases will vary depending on the structure of the organization/ length of program, it is generally recommended each phase lasts approximately 3-4 months. Many organizations will also choose to include an orientation phase lasting approximately one month, where they complete onboarding and are exposed to the broader functioning of the host organization.

For each phase, you will respond to the following prompts:

Description of Trainee's role for this Program or Phase:

Provide a general description of trainee's role. You can speak to any specific project or daily/ weekly tasks.

Specific Goals and Objectives for this Program or Phase:

What do you hope the trainee learns/ achieves during this phase? How does this phase fit within the broader context of their overall experience?

Please list the names and titles of those who will provide continuous (for example, daily) supervision of the Trainee, including the primary supervisor. What are these persons' qualifications to teach the planned learning?:

This should include a brief summary of individuals' qualifications. It does not need to be in complete sentences.

What plans are in place for the Trainee to participate in cultural activities while in the United States?:

Specific cultural exchange activities. These can be experiences local to your area and vary based on the season (Visits to museums, dinners, conferences, sporting events, festivals, concerts, etc.).

What specific knowledge, skills, or techniques will be learned?:

This response should offer further explanation on the above goals and objectives.

How specifically will these knowledge, skills, or techniques be taught? Include specific tasks and activities and/ or methodology of training and chronology/syllabus (Trainees):

How will the training be conducted? For example, will trainee shadow different employees? Are there presentations the trainee will attend? What type of independent work will the trainee be assigned?

How will the Trainee's acquisition of new skills and competencies be measured?:

What types of evaluations will the trainee receive? How often will these take place? For example, the trainee may be expected to write a report or present to a supervisor on a given topic. Perhaps a weekly survey measuring the trainee's progress will be given to an employee they are shadowing.

Additional phase remarks:

Optional. Feel free to include anything you feel is pertinent to the trainee's experience during this phase.