



THE INTERNATIONAL CENTER
FOR LANGUAGE STUDIES
J-1 INTERN AND TRAINEE PROGRAM

PARTNER ORIENTATION HANDBOOK

WELCOME

Welcome to the International Center for Language Studies' J-1 Intern and Trainee Program!

We are excited to collaborate with you to bring interns and trainees to the US! As the program sponsor, ICLS will support you and the participants throughout the application process and while they are in the United States.

We know the process of collecting and submitting applications can be complicated. We hope this handbook will be a useful tool to help guide you through our processes. For the J-1 BridgeUSA program regulations, please review the regulations here:

- [Intern and Trainee-Specific Regulations](#)
- [Exchange Visitor Program General Provisions](#)

PARTNERSHIP DOCUMENTATION

ICLS is required by the Department of State (DOS) to have up-to-date information on all organizations with whom we partner. Please be sure to update ICLS of any changes that occur in your organization.

Partner Application

This application is generally used for new partners of ICLS and helps us get a better understanding of your business and where we can partner.

PARTNER APPLICATION	https://form.jotform.com/51174431172144
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Business License/Registration and English Translation

The business license/registration and English translation can be uploaded to Hanover, or you may email it to ICLS. Please note that we must have an English translation of your business license/registration if it is not already in English.

Partnership Agreement

Each partnership agreement is unique to the relationship between ICLS and the partner. However, each partnership agreement includes the following information:

- Acknowledgement of the rules and regulations for the Intern and Trainee Program
- Prices agreed upon by both parties
- General expectations/code of conduct

Each partnership agreement will be drafted and re-signed every year to ensure both sides' most up-to-date and correct information.

Other Documentation

ICLS may also request 1) a letter of recommendation, 2) partner-participant agreements, and/or 3) a schedule of fees provided to participants.

J-1 BRIDGEUSA PROGRAM OVERVIEW

The purpose of J-1 BridgeUSA Program is for “Educational and Cultural Exchange,” not employment. The 1961 Fulbright-Hayes Act created the J-category with the purpose of “increasing mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchanges.” At the end of the program, participants are expected to return to their home country to utilize the experience and skills they have acquired while in the United States.

The BridgeUSA Program is administered by the Office of Exchange Coordination and Designation in the Bureau of Educational and Cultural Affairs at the U.S. Department of State. You can learn more about this program at <http://j1visa.state.gov/>

SPONSORED J-1 CATEGORIES

ICLS is designated by DOS to sponsor two (2) of the many J-1 visa categories: **Interns and Trainees.**

ICLS is approved to place Interns and Trainees in the following occupational categories:

- Education, Social Sciences, Library Science, Counseling, and Social Services
- Arts and Culture
- Hospitality and Tourism
- Information Media and Communications
- Management, Business, Commerce and Finance
- Public Administration and Law
- The Sciences, Engineering, Architecture, Mathematics, and Industrial Occupations

Use of the J-1 Intern/ Trainee Program for ordinary employment or work purposes is strictly prohibited. For a list of program exclusions, visit the DOS regulations here: [https://www.ecfr.gov/current/title-22/part-62/section-62.22#p-62.22\(j\)](https://www.ecfr.gov/current/title-22/part-62/section-62.22#p-62.22(j))

INTERN CATEGORY

The Intern Program provides a structured and guided work-based learning program to reinforce the student’s or recent graduate’s academic study as described in the Training/Internship Placement Plan (Form DS-7002). The intern program recognizes the need for work-based experience, enhances the intern’s knowledge of American culture and society, and tests his/her career field knowledge through exposure to American techniques, methodologies, and expertise. Interns must possess sufficient English comprehension and speaking skills to qualify for the internship program.

Interns can participate in the internship program for up to 12 months.

An **Intern** is a foreign national who:

- 1) Is currently enrolled full-time and pursuing an academic degree/certificate at a post-secondary academic institution outside the United States; or
- 2) Has graduated from a degree/certificate-granting post-secondary academic institution outside the United States no more than 12 months before their exchange program start date, and
- 3) Enters the United States to participate in a structured and guided work-based internship program in their academic field.

TRAINEE CATEGORY

The Trainee Program provides a structured and guided work-based learning program to enhance skills in a career or occupational field as described in the DS-7002 Training/Internship Placement Plan (T/IPP). The program enhances understanding of American culture and society while augmenting the trainee’s career/occupational field through

exposure to American techniques, methodologies, and expertise. Trainees must possess sufficient English comprehension and speaking skills to qualify for the program.

Trainees can participate in the trainee program for a maximum of 18 months. Training programs in Hospitality and Tourism are limited to 12 months.

A **Trainee** is a foreign national who:

- 1) Has either a degree or professional certification from a foreign post-secondary academic institution and at least one year of prior related work experience in their occupational field gained outside the United States, or
- 2) Has five years of work experience outside the United States in their occupational field, and
- 3) Enters the United States to participate in a structured and guided work-based training program in their occupational field.

PROGRAM ENTITIES AND DOCUMENTATION

PROGRAM SPONSOR – ICLS

This exchange program is part of the American Public Diplomacy Program of the U.S. Department of State. In order to participate in this program, applicants need to apply for a J-1 non-immigrant cultural exchange visa. ICLS is responsible for screening, selecting, and enrolling qualified candidates for the Intern or Trainee Exchange Program. ICLS issues the following application forms to students to apply for a J-1 visa:

- Internship Training Placement Plan (DS 7002)
- Certificate of Eligibility for obtaining a J-1 Status (DS 2019)

As the program sponsor, ICLS will be the main point of contact for the exchange program participants to address the internship program and visa-related matters while in the U.S.

PARTNER

The partner, also called a third party, is a partner of ICLS who identifies and screens potential J-1 BridgeUSA Program participants and may help identify internships or traineeships with suitable host organizations. ICLS works closely with our partners to ensure a successful program. While they are in the program, participants will often communicate with the host organization and the partner. **Be advised that ICLS is the program sponsor designated by the U.S. Department of State and should be the first point of contact for any question/concern from both partner and exchange visitor.**

HOST COMPANY AND HOST SUPERVISOR

The host company is a U.S. organization willing to host international interns/trainees and participate in the J-1 BridgeUSA Program. The host company is not an employer, and participants are not employees - rather they are an intern/trainee gaining training and exposure to American business culture at their office or place of work. The primary supervisor, designated on the participant's DS-7002, will be the daily supervisor responsible for training the participant. Each participant will also have a secondary supervisor who should assume the duties of their primary supervisor in his/her absence. **If the host information or supervisor information changes, ICLS must be notified.**

IMPORTANT FORMS AND DOCUMENTS

DS-2019 Certificate of Eligibility: The DS-2019 (signed by the ICLS Responsible or Alternate Responsible Officer, the U.S. Consular Officer, and the participant) is used to show the participant's legal status in the U.S. It contains their program information including their official program dates, internship field, and approved host organization.

DS-7002 Training Internship Placement Plan: The purpose of the Training/Internship Placement Plan is -

- to enhance the participant's skills in his or her specialty or non-specialty occupation through participation in a structured training program;
- to improve the participant's knowledge of U.S. techniques, methodologies, or expertise within the Trainee/Intern's field of endeavor;
- to enable the participant to understand U.S. culture and society; and
- to enhance U.S. knowledge of foreign cultures and skills.

J-1 Visa: The J-1 Visa, found in the participant's passport, is granted to them based on the approved DS-7002 Training Internship Placement Plan. Their visa will often display an annotation that describes their program sponsor (ICLS) and whether they are subject to 212(e), the two-year home country residency requirement. It is primarily used to enter the U.S. Participants must have a valid J-1 visa to enter the U.S.

FLSA AND OSHA REGULATIONS

Hosts must observe and follow all applicable local, state, and federal labor laws including occupational safety and health regulations. Hosts must pay participants according to Fair Labor Standards Act (FLSA) requirements including minimum wage and overtime pay. In the event that the Intern or Trainee is participating in an unpaid program or includes a stipend package that is less than minimum wage, the host must ensure it meets the Department of Labor standards on internship programs as outlined in DOL Fact Sheet #71: (<https://www.dol.gov/agencies/whd/fact-sheets/71-flsa-internships>).

APPLICANT ELIGIBILITY REQUIREMENTS

Each applicant submitted to ICLS for sponsorship must be able to meet the following program requirements. Failure to meet one or more of the requirements will result in the application being canceled. These requirements are non-negotiable and are included in your Partnership Agreement. **IMPORTANT: Partners are responsible for providing applicants an itemized list of fees before participants sign any agreements or pay any non-refundable deposits.**

PROGRAM QUALIFICATIONS

Each applicant presented to ICLS must meet the qualifications of either the Intern or Trainee categories of the J-1 BridgeUSA Program. Please see the Intern & Trainee Category Information on page 4 for a detailed breakdown of the unique qualifications for each category. The following documents are acceptable to satisfy the education and work experience requirements for Interns and Trainees:

- Transcripts
- Diploma, degree, or certificate
- Proof of enrollment
- CV
- Proof of employment

Please note that all documents must contain the applicant's name and pertinent information needed to prove eligibility.

ENGLISH PROFICIENCY

As per the Code of Federal Regulations (CFR), all program sponsors (ICLS included) must ensure the English proficiency of all participants prior to sponsoring their program (**§62.10(a2)**):

*Sponsors must establish and utilize a method to screen and select prospective exchange visitors to ensure that they are eligible for program participation and that (2) **the exchange visitor possesses sufficient proficiency in the English language**, as determined by an objective measurement of English language proficiency, successfully to participate in his or her program and to function on a day-to-day basis. A sponsor must verify an applicant's English language proficiency through **a recognized English language test**, by **signed documentation from an academic institution or English language school**, or through **a documented interview conducted by the sponsor either in-person or by videoconferencing, or by telephone if videoconferencing is not a viable option.***

As such, ICLS requires that all applicants demonstrate English proficiency and suitability for the Intern/Trainee program. This can be done by a combination of the following: partner interviews, ICLS interviews, and recognized English test scores. All participants must be interviewed prior to their program.

If an applicant's English level is found to be insufficient for the J-1 Intern/Trainee program, the participant may cancel their application or pause their application until their English proficiency improves. Additionally, ICLS can offer English language courses for improvement by request.

HEALTH INSURANCE

BridgeUSA J-1 program participants and their dependents (J-2s) are required to have medical insurance coverage with the following minimum benefits (**§62.14(b)**).

- Medical benefits of at least \$100,000 per accident or illness
- Repatriation of remains for \$25,000
- Expenses associated with the medical evacuation of the exchange visitor to his or her home country for \$50,000
- A deductible not to exceed \$500 per accident or illness.
- Any policy, plan, or contract secured to fill the above requirements must, at a minimum, be:
 - Underwritten by an insurance corporation having an A.M. Best rating of "A-" or above; a McGraw Hill Financial/Standard & Poor's Claims-paying Ability rating of "A-" or above; a Weiss Research, Inc. rating of "B + " or above; a Fitch Ratings, Inc. rating of "A-" or above; a Moody's Investor Services rating of "A3" or above; or such other rating as the Department of State may from time to time specify; or
 - Backed by the full faith and credit of the government of the exchange visitor's home country.

Willful failure on the part of the J-1 participant and/or any J-2 dependent on maintaining the current insurance coverage is grounds for termination from the J-1 Program [22 CFR 62.14] followed by an immediate departure.

ICLS offers a group medical insurance policy for an additional monthly fee that meets or exceeds minimum requirements. Please see the Partner Agreement for more details on fees. If your applicant will not be purchasing ICLS' group medical insurance policy, the alternative insurance information must be submitted **prior** to ICLS processing the application.

SUFFICIENT PERSONAL FUNDS

Sufficient personal funds are a requirement of all participants, regardless of receiving a stipend from their training or not. As per the CFR (**§62.9(d)3**), program sponsors have a responsibility to ensure that all exchange program participants have sufficient funds to support themselves while in the US and are required to notify applicants that their stipend/wages will not cover all their expenses while in the US. ICLS reserves the right to determine sufficient personal funds based on each applicant's program length, location, and stipend. A participant may have a family

member as their “financial sponsor” while on program. This financial sponsor would need to submit sufficient personal funds as well as a written, signed, and dated statement agreeing to be the financial sponsor. ICLS highly recommends that all applicants have access to a credit or debit card while in the United States on program.

ICLS EXCHANGE PROGRAM INFORMATION

The following section details additional information and requirements specific to Intern and Trainee Programs.

SUBMITTING AN APPLICANT

Before any application is processed and accepted, your applicant must first be screened by ICLS to determine if they meet the requirements of the program and if their program goals align with our services. All applications must be submitted through our CRM, Hanover: <https://icls-win.hanovercrm.com/>.

ICLS ORIENTATION

All Interns and Trainees must watch the required ICLS pre-arrival and arrival orientation videos. They will receive these orientation videos once their visa approval is confirmed. It is very important that ICLS be notified of all visa appointment results to ensure the proper pre-arrival and arrival information is communicated on time.

INTERNSHIP RECOMMENDATIONS

In order to make the internship experience more beneficial and to ensure a successful start, we suggest hosts and participants **discuss the following topics during their first day** (or two) of training.

1. Office policies/culture. This might include information about:

- Office management and structure, including whom the intern directly reports to
- Answering the telephone (e.g. “Thank you for calling ABC company” or “Good Morning”)
- Use of office equipment
- Dress code
- Access to computers, use of the Internet, etc.

2. Schedule

- What are regular business hours for the office? What is a daily schedule for the intern/trainee?
- Are there regular staff or division meetings that the intern will be expected to attend? Are there regular meetings that the intern will not participate in?
- Whom should the intern contact if they are ill?
- What special events—if any—are on the calendar that the intern should be aware of? Is the intern expected to assist? Attend?
- Which federal holidays does your office observe? For example, will the office be closed for Columbus Day, Veterans’ Day, Election Day, Labor Day, Juneteenth?
- If the intern plans a weekend trip that requires leaving early on a Friday (or similar) with whom should they discuss it?

3. Job descriptions & tasks –Training/Internship Placement Plan (DS-7002)

- Discuss the basic tasks for which the intern will initially be responsible.
- What projects does the supervisor expect the intern to complete within the first 4-6 weeks? 8-14 weeks, etc.? By the end of the internship?
- What recurring jobs will the intern be asked to do? How do these fit the mission/structure of the organization?
- Discuss with the supervisor possible new projects or areas of research with which you might be involved in.

- Discuss with the supervisor what you should do if you complete a task, and no one is available for reviewing it immediately or for assigning you another project. Are there ongoing industry or company-related issues or topics that the intern should research or read up on in the meantime?
4. **Monitoring and Evaluation**
- Discuss how interns/trainees will be monitored and evaluated throughout the program. All interns/trainees and hosts are required by the US Department of State to complete a midpoint and final evaluation. If the program is less than 6 months, only a final evaluation is required.
 - Evaluation form for **Intern/Trainee**: <https://form.jotform.com/70363391284154>
 - Evaluation form for **Host**: <https://form.jotform.com/63403927456965>

INTERNSHIP CONCERNS OR QUESTIONS

Throughout the duration of the program, all parties should stay in regular contact with ICLS. Should you have any concerns, questions, or emergencies, contact ICLS. We are here to help and want everyone to have a successful program. Please be familiar with the U.S. Department of State list of Unskilled Occupations. Should interns/trainees be asked to do any tasks on that list – for example, cleaning, solely administrative/clerical work, running errands, or interning/training more than the maximum 40 hours per week – contact ICLS. Likewise, if interns/trainees are not following their DS-7002 training plan, please contact ICLS.

ICLS MONITORING AND EVALUATION REPORTS

Per the regulations of the J-1 BridgeUSA Program, both the Host Organization as well as a J-1 intern/trainee must complete and return evaluation reports at the midpoint and end of program period. Throughout the program, ICLS will review evaluation reports. These evaluations allow ICLS to track and assess participation and development in the program; identify issues and provide timely advice and solutions; make necessary adjustments; and ensure the DS-7002 training plan is being followed.

INTERN/TRAINEE EVALUATIONS:

The Intern/Trainee is required to complete **midpoint** and **final** evaluations if their program is longer than 6 months. If the program is 6 months or less, only the final evaluation is required. **Please note that the evaluations are a US Department of State requirement. Failure to submit them may jeopardize a participant's program.**

ICLS will provide instructions on completing the evaluations throughout the program. However, we recommend all participants mark their calendars and set a reminder to complete the evaluations on time.

- Evaluation form for **Intern/Trainee**: <https://form.jotform.com/70363391284154>

HOST SUPERVISOR EVALUATIONS:

The Intern/Trainee's supervisor is required to complete **midpoint** and **final** evaluations if the program is longer than 6 months. If the program is 6 months or less, only the final evaluation is required.

- Evaluation form for **Host**: <https://form.jotform.com/63403927456965>

INTERNATIONAL TRAVEL VALIDATION

Participants who wish to travel outside the US during the program must:

1. Get pre-approval from the host organization and ICLS.
2. Send ICLS the approval from the host.

3. Provide ICLS the flight itineraries for the international trip or provide the dates and travel details if they are not traveling by airplane.

Once the above are complete, ICLS will re-issue a new DS-2019 with the travel validation section signed and dated by the Responsible Officer or the Alternate Responsible Officer. The participant should print the document double-sided, complete the signature section, and travel with this new DS-2019 and passport.

NOTE:

Participants may not remain outside of the United States for more than 30 days.

Long absences from the program may interrupt the structured training program phases and scheduled deadlines for completing goals for each phase of the training plan.

Participants may not travel outside of the US and re-enter if their J1 visa sticker is expired.

Typically, this means that participants may not travel internationally and then re-enter the US during their 30-day grace period or during a program extension unless they have obtained a new visa sticker with an updated expiration date.

PROGRAM EXTENSIONS

Program extensions are only granted based on successful participation in the program as well as the need for additional training. Participants must contact ICLS with at least 2 months' notice to consider and process the program extension. The Program Extension Checklist must be completed, confirming the new skills that will be obtained during the extension, financial solvency, housing, passport validity, etc. The participant and host must have all applicable evaluations completed and be in good standing. The participant must have insurance coverage during the extension period. Lastly, the participant must pay the program extension fee. The program extension fee is in the ICLS Partner Agreement for the current year.

The extension is granted within the maximum duration of each category:

Maximum duration for **Intern** Category = 12 months

Maximum duration for **Trainee** Category = 18 months (12 months for Hospitality and Tourism)

ENDING PROGRAM EARLY AND PROGRAM TERMINATION

Ending a Program Early in Good Standing

If personal issues require the Intern/Trainee to discontinue training voluntarily, they must:

- Communicate with ICLS and host their intentions to end the program early
- Complete an Early Leave Request document
- Provide a copy of his/her flight itinerary

Termination of Program Due to a Violation of Rules and Regulations

If a J-1 intern/trainee violates the rules and regulations set in place by ICLS or by the U.S. Department of State's BridgeUSA Program, ICLS may terminate their program. In the event of such termination, ICLS will notify the US Department of State via incident report and SEVIS that the participant is no longer in good program standing. Once terminated, the intern/trainee must leave the country immediately and provide a flight itinerary to confirm the return trip home. Terminated participants are not entitled to the 30-day grace period.

Program Abandonment/Absconding

Interns/Trainees who abandon their programs without notice will not be allowed to transfer to a new host organization. Interns/Trainees who abandon their program and cease all communication with ICLS will be terminated for absconding. An incident report will be sent to the US Department of State as well.

30-DAY GRACE PERIOD

Upon successful completion of the program, trainees/interns may have an additional 30 days (“grace period”) to travel as a tourist within the US and to prepare for their departure from the US. Please note that during the *grace period*, a **trainee/intern is not permitted to work, train, or study.**

NOTE:

The trainee/intern must leave the country within 30 days.

Failure to exit the country within the 30-day grace period may jeopardize their ability to return to the United States on any US visa.

Interns/Trainees may not travel outside of the US and expect to re-enter the US during the 30-day grace period.

Once the program is over, the grace period is for travel within the US. If a participant exits the US and tries to re-enter during their grace period, they may be denied entry into the US.

CHANGING VISA STATUS

ICLS strongly recommends J-1 participants **return to their home country** to share skills and knowledge to fulfill the purpose of the BridgeUSA Program. Changing visa status may have unintended negative consequences on the participant’s J-1 visa.

CERTIFICATE OF COMPLETION

If participants complete their program successfully and turn in all required evaluation reports, ICLS will issue a *Certificate of Completion* upon request.

TAX INFORMATION

If receiving a stipend, J-1 interns/trainees are required to pay the following taxes:

- Federal Income Tax
- State Income Tax (if applicable)
- Local/City Income Tax (if applicable)

J-1 Program participants are NOT required to pay the following:

- Social Security & Medicare (FICA)
- Federal Unemployment Tax (FUTA)

NOTE:

ICLS and its employees are not tax accountants, CPAs, or tax lawyers and as such cannot give tax information/advice beyond what is provided in orientation and with social security information.

If participants have questions regarding how to file taxes, we recommend contacting [Sprintax](#) as they are tax professionals who specialize in nonresident taxes. Otherwise, we recommend contacting the state/local tax authority and the IRS directly.

ADDITIONAL RESOURCES

The following sections cover laws in the US, emergency contact information, and prohibited occupations.

UNITED STATES LAWS

BridgeUSA program participants are subject to US law while they are in the United States. This means that they must know and obey the law.

Participants are entitled to the same rights as US citizens. If arrested, they have the right to remain silent and the right to legal representation. If they cannot afford to hire a lawyer, the court will appoint one for them. ICLS can confirm a participant's J-1 status but cannot provide you with legal advice, a lawyer, or any financial support toward your defense. Being arrested is grounds for immediate termination from the ICLS Intern and Trainee Program.

Certain laws are called **federal laws** – the laws that are enforced throughout the whole country. Other laws are **state laws** – the laws that vary slightly by state. It is important to understand both the federal and state laws in which the participant is training. Below are some important examples.

- **Alcohol:** The legal drinking age in the United States is 21 years old. A person under 21 cannot order, buy, or drink any alcoholic beverage. Anyone 21 or older must show identification to purchase or consume alcohol. It is illegal for a person to buy or distribute alcohol to anyone younger than 21 years old. Alcohol should not be consumed in public places, and in many states, it is illegal to have an open container of alcohol in public. Public intoxication is illegal. Driving while drinking alcohol or while under the influence of alcohol is illegal and has severe consequences in the United States.
- **Illegal Drugs:** The use, possession, or distribution of illegal drugs is a criminal offense. Some drugs, like marijuana, may be considered legal in one state, illegal in the next state, and illegal to the federal government.
- **Personal behavior:** Any of the actions below may lead to an arrest and/or prosecution. Avoid the following behaviors and use common sense:
 - Disturbing the peace (particularly by being too loud or belligerent)
 - Disorderly conduct
 - Threatening or touching/harming another person in an unwanted way
 - Damaging property
 - Stealing or taking anything without permission, including shoplifting
 - Any sexual contact with a minor (someone younger than 18 years old)
 - Any unwanted sexual contact with a person who does not explicitly give consent (for more information on sexual consent, watch this video: <https://www.youtube.com/watch?v=fGoWLS4-kU>)

EMERGENCY & IMPORTANT CONTACT INFORMATION

ICLS ADDRESS AND CONTACT INFORMATION:

International Center for Language Studies, Inc.
1133 15th St NW, Suite 600
Washington, DC 20005
Phone: (202) 639-8800
Main e-mail: internships@icls.edu

INTERN AND TRAINEE PROGRAM CONTACT INFORMATION

Jessica Hines, Director & Responsible Officer (J-1)
jhines@icls.edu / (202) 991 6010

Ricki Schwab, Program Coordinator & Alternate Responsible Officer (J-1)
rschwab@icls.edu / (202) 839 5524

U.S. DEPARTMENT OF STATE BRIDGEUSA PROGRAM

The Office of Private Sector Exchange in the Bureau of Educational and Cultural Affairs administers the BridgeUSA Program. You can learn more about this program at <http://j1visa.state.gov/basics/> and <http://j1visa.state.gov/participants/>

U.S. Department of State
Office of Designation
Private Sector Programs Division
 ECA/EC/D/PS - SA-5, Floor 5
 2200 C Street, NW
 Washington, DC 20037
TELEPHONE: (844) 300-1824 FAX: (202) 203-7779
EMAIL: jvisas@state.gov

The Department of State’s BridgeUSA Program Brochure can be found here:
<https://j1visa.state.gov/wp-content/uploads/2015/03/Brochure-The-Exchange-Visitor-Program.pdf>

EMERGENCY CONTACT INFORMATION

For life-threatening medical emergencies or if your or someone else’s safety is in danger, call 911.
For sponsor-related emergencies, call the ICLS emergency hotline: 202-964-7242

LIST OF PROHIBITED OCCUPATIONS

UNSKILLED OCCUPATIONS

Appendix E to Part 62; 22 CFR (c) (1) – Excerpt from the Exchange Visitor Program, Bureau of Educational & Cultural Affairs, U.S. Department of State

Internships and Traineeships are not allowed by the Exchange Visitor Program under the following **“unskilled occupations”**:

Assemblers	Attendants, Parking Lot
Automobile Service Station Attendants	Bartenders
Attendants (Service Workers such as Personal Services Attendants, Amusement, and Recreation Service Attendants)	
Basic Accounting and Bookkeepers	Caretakers
Cashiers	Charworkers and Cleaners
Cleaners, Hotel, and Motel	Chauffeurs and Taxicab Drivers
Clerks, Hotel, Restaurant	Clerks, General
Clerks and Checkers, Grocery Stores	Clerk Typist
Cooks, Short Order	Counter and Fountain Workers
Dining Room Attendants	Electric Truck Operators
Elevator Operators	Floor workers

Partner Orientation Handbook

Groundskeepers	Guards
Helpers, any industry	Material Handlers
Hotel Cleaners	Nurses' Aides and Orderlies
Household Domestic Service Workers	Packers, Markers, Bottlers, and Related
Hotel Housekeepers, Room Service, Guest Service	Laborers, Farm
Janitors	Laborers, Mine
Key Punch Operators	Loopers and Toppers
Kitchen Workers	Porters
Laborers, Common	Receptionists
Sales Clerks, General	Sailors and Deck Hands
Sewing Machine Operators & Hemstitchers	Streetcar and Bus Conductors
Stock Room and Warehouse Workers	Telephone Operators
Truck, Yacht Drivers	Yard Workers
Typist, Lesser Skilled	Ushers, Recreation, and Amusement
Spa Massage/Nail Technician	Restaurant Cleaners, Kitchen Workers, Food/Beverage Delivery, Valley Parking, Hostess