

1. Submit your application, photos, Workers Compensation Declarations Page, and any other information or materials you have which we can share with our applicants and partners.
2. Get a confirmation email that your application was received.
3. WFE will review your application and get in touch with you to move forward if you are approved.
4. Review process is unpredictable—can take 2-30 days, or more.
5. WFE will plan a Site Visit either in person or by video call (if required).

Placement Process: Getting an Intern/Trainee or Exchange Visitor (EV) (15-45 days or more)

- WFE will send Exchange Visitor applications to you for review and approval (if requested).
- WFE cannot guarantee candidates for any particular host. Our candidates apply according to their interests and there are times when WFE does not have any candidates that match up with a host.
- WFE will work with you to confirm your Exchange Visitor's placement (whether candidate is selected independently by host or through WFE's Partners).
- Once approved, WFE will work with you to create a Training/Internship Placement Plan (Form DS-7002) for your Exchange Visitors. View a sample DS-7002 [here](#).
- WFE will send a draft of the DS-7002 to you for review and signature.
- WFE will send the approved DS-7002 to the candidate for their review and signature.
- WFE will send visa application documents to the candidate. The following are included in this package:
 - ✓ DS-7002
 - ✓ DS-2019
 - ✓ Receipt for payment of SEVIS Fee (Wine Program only)
 - ✓ Letter of support to the American consulate
 - ✓ Welcome brochure from the U.S. State Department
 - ✓ Summary of Medical Insurance coverage provided by WFE
 - ✓ State and local cultural education materials for your region
 - ✓ Information about the J-1 visa application process
- Your Exchange Visitor will complete the consulate's requirements for the J-1 visa application:
 - ✓ DS-160 (Online Nonimmigrant Visa Application)
 - ✓ [SEVIS Fee Payment](#) (GAP only)
 - ✓ Visa fee (\$180, paid in local currency to the consulate)
 - ✓ Interview ([wait times here](#))
- If the candidate's visa is denied, they may choose to have another interview with a different consular officer.
- If the candidate's visa is approved, you will receive a notification. If you have a preference as to when they arrive or at which airport, please let WFE know ASAP.
- GAP Hosts are expected to pick up their trainee or intern at the airport.