

Exchange Visitor (Intern/Trainee) Rules



Any violation of these Rules; State Department, DHS, or USCIS regulations; or federal or local laws may result in termination of your visa, deportation, fines, or other penalties.

1. Exchange Visitor (EV) applicants for the WFE Program must meet the following criteria:

- ✓ Screened and approved by a WFE partner and/or host (in most cases)
- ✓ Intermediate or B1+ English skills
- ✓ Age 18-30 (with limited exceptions)
- ✓ Student or recent graduate in the same field as the internship, plus at least one year of practical experience

OR

- ✓ No education, but at least 5 years of practical experience in the field

2. EV applicants must follow processing instructions as described in the J-1 Visa Application Guide.

3. EV applicants must disclose any physical or mental health concerns that may affect their participation in the Program prior to application.

4. Exchange Visitors (EVs) must inform WFE of their arrival and departure dates.

5. The DS-7002 (Training/internship Placement Plan) and DS-2019 (Certificate of Eligibility for Exchange Visitor Status [J-Nonimmigrant]) describe the terms and conditions of each WFE Program. Any changes to the DS-7002 or DS-2019 must be approved and documented by WFE.

6. EVs may not share the DS-2019 form with anyone. It is a secure document and its contents are for the visa sponsor's and EV's uses only.

7. EVs with visas sponsored by WFE can work/train ONLY with WFE hosts. It is illegal for EVs to work/train at any business other than the one shown on the DS-7002 and DS-2019 forms.

8. EVs must pay [WFE Program Fees](#) either directly or through a payroll deduction by their host. If the program fees are not paid, the visa may be terminated.

9. EVs and hosts must attempt to resolve any interpersonal or professional problems, but WFE may intervene to support resolution.

10. WFE must be notified of any issues involving its EVs including (but not limited to):

- Arrival and Departure
- Change of address or contact information
- Changes to training environment or tasks
- Emergencies or incidents (eg. health concerns, illegal activities, other serious issues)

11. EVs receive [medical insurance](#) as part of the WFE Program. Coverage is provided from arrival to departure (up to 30 days before and 30 days after the Program). Any costs related to health care not covered by the insurance are the responsibility of the EV. Hosts must supply workers comp coverage for EVs where required by law.

12. Hosts may set rules and expectations for their property, and EVs are required to follow rules set by their host.
13. EVs are required to complete a minimum of two reports during the Program: one at the middle of the program and one before the end.