# **Template DS-7002**

Please use this questionnaire to record your answers for the DS-7002 form.   
**Emily Vigneulle (ARO) will utilize this template to create the official DS-7002**. Once created, the trainee/intern and supervisor will be required to read and sign off on the actual   
DS-7002 before the trainee/intern’s visa interview.

## **Section 1: Additional Exchange Visitor Information**

Trainee/Intern Name (must match passport name):   
  
E-mail Address:   
  
Current Field of Study/Profession:   
  
Experience in Field (number of years):   
  
Program Sponsor:   
  
Type of Degree or Certificate:

Program Category:   
  
Date Awarded or Expected:   
  
Occupational Category:   
  
Training/Internship Dates:

## **Section 2: Host Organization Information**

1. Organization Name:
2. Phase Site Address:
3. Suite:
4. City:
5. State:
6. Zip Code:
7. Website URL:
8. Employer ID Number (EIN):
9. Exchange Visitor Hours per Week:
10. Stipend: *(Yes or no)*
11. If yes, how much:
12. Non-Monetary Compensation: *(Yes or no)*
13. If yes, value:
14. Workers Compensation Policy: *(Yes or no)*
15. If yes, name of carrier:
16. Does your workers’ compensation policy cover exchange visitors: *(yes, no exempt, no but equivalent coverage)*
17. Number of Full Time Employees Onsite at Location:
18. Annual Revenue: *($0 - $3 Million, $3 Million - $10 Million, $10 Million - $25 Million, $25 Million or More)*

## **Section 3: Certifications and Signatures**

Will be done on the actual form DS-7002 issued by ISSS

**Section 4: Training/Internship Placement Plan**

Each Training/Internship Placement Plan should cover a definite period of time and should consist of definite phases of training or tasks performed with a specific objective for each phase. The plan must also contain information on how the trainees/interns will accomplish those objectives (e.g. classes, individual instruction, shadowing). Each phase must build upon the previous phase to show a progression in the training/internship. A copy of this section should be completed for each phase if applicable (e.g.; if the trainee/intern is rotating through different departments).

1. The exchange visitor is: *(Trainee/intern/student intern)*
2. Main Program Supervisor/POC at Host Organization:
3. Title:
4. ***Supervisor Contact Information***  
   phone:   
   email:   
   fax:
5. Phase Site Name:
6. Training/Internship field:
7. Phase site address:
8. Phase Name:
9. Start date of phase:
10. End date of phase:
11. Phase \_\_\_ of \_\_\_
12. Primary Phase Supervisor:
13. Supervisor title:
14. Supervisor email:
15. Supervisor phone:
16. Description of Trainee/Intern's role for this program or phase
17. Specific goals and objectives for this program or phase
18. Please list the names and titles of those who will provide continuous (for example, daily) supervision of the Trainee/Intern, including the primary supervisor. What are these persons' qualifications to teach the planned learning?
19. What plans are in place for the Trainee/Intern to participate in cultural activities while in the United States?
20. What specific knowledge, skills, or techniques will be learned?
21. How specifically will these knowledge, skills, or techniques be taught? Include specific tasks and activities (Interns) and/ or methodology of training and chronology/syllabus (Trainees).
22. How will the Trainee/Intern's acquisition of new skills and competencies be measured?
23. Additional Phase Remarks (optional)