



J-1 VISA APPLICATION INFORMATION FOR HOST LAW FIRMS & VISA APPLICANTS

1. The ABA Section of International Law's (ABA International) J-1 Visa Office will facilitate the issuance of the J-1 Visa for international attorneys to come to the United States to receive practical training at a law firm, or law office, **only** if he/she has received an offer in writing from a host firm. Please note that U.S. Department of State regulations for the J-1 Visa have changed as of **July 19, 2007** (to view the program changes: http://exchanges.state.gov/education/jexchanges/about/interim_0607.pdf). Under the new regulations, trainees must:
 - ♦ hold a degree from a post-secondary academic institution outside of the U.S. **and** have at least one year of prior related work experience in their occupational field acquired outside of the United States;
 - ♦ possess verifiable English language skills sufficient to function on a day-to-day basis. Trainees' English language skills must be verified by a recognized English language test, by signed documentation from an academic institution or English language school; and
 - ♦ complete an acceptable training placement plan and form (DS-7002).
2. In order to apply for the J-1 Visa through ABA International, the trainee must complete the J-1 Visa Training Program Application. All components of the application should be sent directly to the J-1 Visa Office for processing. A DS-2019 form will not be processed until all required information is received, which includes the following:
 - ♦ completed J-1 Visa Training Program Application;
 - ♦ payment of U.S. \$1000 for the J-1 Visa processing fee (U.S. \$500 processing fee for each J-2 Visa);
 - ♦ proof of health insurance;
 - ♦ written training program from host law firm and completed DS-7002 (including signatures);
 - ♦ two letters of reference;
 - ♦ copy of your passport: page with your picture and personal information;
 - ♦ reference to total compensation during the training period; and
 - ♦ passport picture.
3. The application form must be **typed**. (Answers can be directly inputted into the PDF form and then printed).
4. The J-1 Visa Training Program application fee, in the amount of **U.S. \$1000**, should be made payable to ABA/ILEX. Any accompanying family members will need a J-2 Visa. The J-2 Visa application processing fee is **U.S. \$500** per visa.

Effective September 1, 2004, all applicants for J-1 exchange visitor visas must pay a U.S. \$100 fee for the maintenance of the Immigration Service's J-1 exchange visitor administrative database. A sample form for

this fee will be sent along with the applicant's DS-2019 form. The administrative fee must be paid at least three days before the applicant's visa interview with the consular officer. This fee is in addition to the J-1 Visa Training Program Application fee and if you do not pay it, you will not be issued a J-1 nonimmigrant visa for admission to the U.S. For additional information, please refer to the website: www.FMJfee.com.

5. (No. 7 on application form) – If you are applying for a J-2 visa, please include a copy of your spouse's (and/or children's, if applicable) passport.
6. (No. 10 on application form) – Please list the languages that you speak. Under the new U.S. Department of State regulations for the J-1 Visa (effective July 19, 2007), trainees whose native language is not English must have verifiable English language skills sufficient to function on a day-to-day basis. Trainees' English skills must be verified by a recognized language test or signed original documentation from an academic institution or English language school. Recognized English language tests include: Test of Spoken English (TSE), Test of English as a Foreign Language (TOEFL), or International English Language Testing System (IELTS). **A copy of your examination score or signed original documentation from an academic institution or English language school must be included in your application.**
7. (No. 14 on application form) – The minimum placement period is three months; the maximum is eighteen months. Please note: the starting date that appears on the DS-2019 is the date the trainee is expected to arrive in the U.S. to begin his/her training. Therefore, the host firm should allow ample time for the trainee to get settled. The J-1 Visa Program Office will *not* issue a DS-2019 form to extend a training program. Under the new J-1 Visa Trainee Regulations, the **maximum placement period is eighteen months**. If the trainee needs a replacement DS-2019 form any time during their training period, a replacement fee of **U.S. \$500** will be charged.
8. (No. 16 on application form) – Select the subject areas in which you will receive training. Applicants should also indicate the level of experience they have had in the areas selected.
9. (No. 19 on application form) – Applicants should attach **two** reference letters to the application. The letters should be as specific as possible about the applicant's experience and qualifications; a letter simply stating that the reference personally knows the applicant is not acceptable.
10. (No. 20 on application form) – Applicants are required to submit written proof of health and repatriation insurance coverage for the period they will be in the U.S. receiving training. A copy of the insurance company's coverage of the trainee must be included with the application. Failure to include insurance coverage documentation can jeopardize the trainee's stay in the U.S. and will be reported to the State Department's immigration system.
11. (No. 21 on application form) –The statement of purpose must be typed. Applicants should be as thorough as possible in the statement. Answer such questions as: what do you hope to gain from the experience? What do you want to do on a daily basis while at the host office?
12. (No. 22 on application form) – Except in those cases that hosts will offer the trainee a salary or stipend, **each applicant must be prepared to finance the entire undertaking from his/her own resources.** Please list all compensation sources during the training period, either from the host firm or government, or state that you will be using your personal funds.
13. The final page of the application instructions is the training placement plan (form DS-7002). This form must be completed (including signatures) and enclosed with the entire application package.

14. Applicants should notify the J-1 Visa Program Office if there are any changes of address or other information which in any way would affect their participation in the program.
15. At the end of the training program, a brief report describing professional activities conducted and any cultural activities arranged by the host firm during the course of stay will be required. This report must be reviewed and signed by the host firm. **A copy of the report must be sent to the J-1 Visa Program Office within 60 days of your departure from the U.S.**



TRAINING/INTERNSHIP PLACEMENT PLAN

Check one: <input type="checkbox"/> Trainee <input type="checkbox"/> Intern	Occupational Field		Number of Years of Experience
	Level of Degree	Date Awarded (<i>mm-dd-yyyy</i>)	Field of Study

PARTICIPANT INFORMATION

Trainee/Intern Name (<i>Last, First, MI</i>)		U.S. Residence Address	
U.S. Telephone Number	FAX Number	Email Address	

SITE OF ACTIVITY INFORMATION

Host Organization		Address	
Supervisor's Name (<i>Last, First, MI</i>)		Email Address	
Phone Number	FAX Number	Supervisor's Title	
Dates of Program (<i>mm-dd-yyyy</i>) From _____ To _____		Hours Per Week	Will Trainee/Intern receive a stipend? <input type="checkbox"/> Yes <input type="checkbox"/> No
			If so, how much? \$ _____ per _____

CONTRACT AGREEMENT

NOTE- Sponsors will not approve any contracts, and Trainees/Interns may not begin their programs until both a Training/Internship Placement Plan (*page 2*) and proof of required insurance that meets 22 CFR 62.14 is on file with the sponsor.

Trainee/Intern- I hereby acknowledge, understand and agree to the attached Training/Internship Placement Plan.

Trainee/Intern Signature	Date (<i>mm-dd-yyyy</i>)
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Supervisor- I certify that I will provide on-site supervision and that this training/internship is known and approved by this company/business or organization (*site of activity*). I will ensure that the required insurance is in place that meets 22 CFR 62.14 and provide the sponsor with written evaluations of the trainee/intern's performance, including the number of hours performed, the type of training, and the quality of the performance. At minimum, I will submit the evaluation at the mid-point and end of the program.

Supervisor's Signature	Date (<i>mm-dd-yyyy</i>)
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Sponsor- I approve the attached Training/Internship Placement Plan. I certify the following:

1. Sufficient planning, equipment, and trained personnel will be dedicated to provide the training/internship specified;
2. The training/internship program is not designed to recruit and train aliens for employment in the United States;
3. Trainees/Interns will not displace full-time or part-time U.S. employees; and
4. That training and internship programs in the field of agriculture meet all requirements of the Employment Relationship under the Fair Labor Standards Act and the Migrant and Seasonal Agricultural Worker Protection Act (*29 CFR Part 500*).

I understand that false certification may subject me to criminal prosecution under 18 U.S.C. 1001, which reads: "Except as otherwise provided in this section, whoever, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United States, knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact; makes any materially false, fictitious, or fraudulent statement or representation; or makes or uses any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry; shall be fined under this title or imprisoned not more than 5 years, or both."

Sponsor's Signature (<i>RO/ARO</i>)	Date (<i>mm-dd-yyyy</i>)
Program Sponsor Name	Program Number

Program Sponsor Name		Program Number	
TRAINING/INTERNSHIP PLACEMENT PLAN			
An acceptable 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 (<i>i.e. classes, individual instruction, shadowing, etc.</i>). Each phase must build upon the previous phase to show a progression in the training/internship. A separate copy of page 2 must be completed for each phase if applicable (<i>i.e., if the trainee/intern is rotating through different departments</i>).			
Name of Trainee/Intern (<i>Last, First, MI</i>)		Field of Training/Internship	
Name of Phase	Start Date for this Phase _____ (<i>mm-dd-yyyy</i>)	End Date for this Phase _____ (<i>mm-dd-yyyy</i>)	Phase _____ of _____
Specific Objective for This Phase			
Skills to be Imparted for This Phase			
Justification for On-The-Job Training			
Chronology or Syllabus of Training or Tasks Performed During This Phase			
Method of Evaluation and the Frequency of Supervision During This Phase			