

## Site Visit Evaluation Form

Host Site: \_\_\_\_\_

Site Contact for Visit: \_\_\_\_\_

Visited by: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date of Visit: \_\_\_\_\_

---

Visitor's general impressions of:

Host site: \_\_\_\_\_

1. Does the host site appear to have facilities to offer training? Are the facilities suitable for training? (Resources, plant, equipment) Describe:

\_\_\_\_\_

2. Does the host site have qualified and experienced personnel to offer continuous on-site supervision and mentoring?

\_\_\_\_\_

3. Does the host site understand that they are offering training and not a job?

\_\_\_\_\_

4. Are there other International trainees/interns from other organizations?

\_\_\_\_\_

Recommended follow up:

\_\_\_\_\_

PLEASE COMPLETE THIS FORM AND SEND IT BACK TO INTERNATIONAL YMCA.  
READ THE PAGE TWO FOR YOUR INFORMATION, PRINT IT AND LEAVE IT TO THE CONTACT PERSON

## HOST COMPANY VISIT PURPOSE AND GUIDELINES

J1 Visa regulations require sponsors to conduct site visits of host organizations that have not previously participated successfully in the sponsor's training and internship programs and that have fewer than 25 employees or less than three million dollars in annual revenue. Placements at academic institutions or at federal, state, or local government offices are specifically excluded from this requirement.

The purpose of the site visits is for the sponsors to ensure that host organizations possess and maintain the ability and resources to provide structured and guided work-based learning experiences according to the individualized Training/Internship Placement Plan T/IPP and that host organizations understand and meet their obligations set forth in this Part.

### **Host Organization Obligations.**

Sponsors must ensure that:

- (1) Host organizations sign a completed Form DS-7002 to verify that all placements are appropriate and consistent with the objectives of the trainees or interns as outlined in their program applications and as set forth in their Training/Internship Placement Plan. All parties involved in internship programs should recognize that interns are seeking entry-level training and experience. Accordingly, all placements must be tailored to the skills and experience level of the individual intern;
  - (i) Host organizations notify sponsors promptly of any concerns about, changes in, or deviations from T/IPPs during training and internship programs and contact sponsors immediately in the event of any emergency involving trainees or interns;
  - (ii) Host organizations abide by all Federal, State, and Local occupational health and safety laws; and
  - (iii) Host organizations abide by all program rules and regulations set forth by the sponsor, including the completion of all mandatory program evaluations.

Trainee/Intern regulations can be found in this link from the U.S. Department of State:  
<http://exchanges.state.gov/jexchanges/programs/trainee.html>

### **INFORMATION TO FOLLOW DURING THE PARTICIPANT PROGRAM:**

**SEVIS VALIDATION** within 5 days of arrival in the U.S., participants have to go to our website to validate his/her visa status in SEVIS (US Student and Exchange Visitor Information System) submitting their U.S. residential address. This is the link: [www.internationalymca.org](http://www.internationalymca.org)

**TRAVEL SIGNATURE.** If the participant has to travel outside the U.S. during the program, YMCA must sign the original DS-2019 form (signature is valid for 12 months). A letter from supervisor must be sent to YMCA every time the participant travels outside the U.S. Letter should include this information: travel dates, reason and also confirms that the participant is in good standing with the program. Use FedEx or any other courier when you send the original DS-2019 form travel signature to YMCA. Include another self-address pre-paid envelope so that YMCA returns the form back to the participant. YMCA will not return original forms by regular mail.

**EVALUATIONS:** Government requires written evaluations during the program.

For that requirement, YMCA has created three evaluations that can be downloaded from our website:

<http://www.internationalymca.org/TraingAndInternships/Evaluations.shtml>

Baseline Evaluation (30 days of the program start date)

Mid Term Evaluation

End of Stay Evaluation (30 days prior of the program end date)

All required evaluations must be completed prior to the conclusion of a training and internship program, and both the trainees and interns and their immediate supervisors must sign the evaluation forms.

YMCA International Training and Internship Program

5W 63<sup>rd</sup> Street

New York, NY 10023

[ips@ymcanyc.org](mailto:ips@ymcanyc.org)

1-212-727-8800

TOLL FREE-1888-477-9622