

EXCHANGE VISITOR PROGRAM APPLICATION CHECKLIST

Company Requirements (originals required)

- Company Questionnaire & Signed Third Party Agreement
- Training/ Internship Plan – form DS7002
- Copy of Written Statement of Stipend to Trainee
- Administrative Fee¹
- Dun & Bradstreet number

Trainee / Interns Requirements

- Trainee Questionnaire & Signed Statement Form
- Copy of Résumé
- Copy of Passport²
- 2 Letters of Reference
- University Statement (Intern program only)
- Financial Security Statement
- Administrative Fee³
- Sevis Fee⁴

Insurance Requirements

- Proof of Medical Insurance meeting U.S. government requirements³

¹ Either the company or trainee may pay the administrative fee. Payment will be deposited upon file approval.

² Must include first ten pages and those with U.S. immigration information.

³ May be obtained by either the host company or the trainee. If the host company or trainee is subscribing to the BACC-recommended insurance plan, application and payment must be included

⁴ This fee must be paid at least 3 business days before your Visa application interview. The SEVIS fee can be paid by completing form I-901 electronically and paying with a credit card through the Internet on www.fmjfee.com