



Dear Host Organization Supervisor,

On behalf of CIEE, the Council on International Educational Exchange, I would like to thank you for taking an interest in this internship candidate. Hosting international interns presents innovative companies like yours with an opportunity to gain valuable cross-cultural insights and an advantage in foreign markets.

This particular candidate is applying to come to the U.S. on CIEE's Professional Career Training USA program. As one of the largest sponsors entrusted by the U.S. Department of State to manage J-1 Exchange Visitor Programs, CIEE strives to make the visa application process as fast and easy as possible.

**Your next steps to host an international intern:**

1. Contact a [CIEE international representative](#), who will walk you and the candidate through the application materials and process to apply for a J-1 visa.
2. Complete a [DS-7002 Training/Internship Placement Plan](#), a U.S. Department of State form that outlines the proposed internship.
3. Reply to a brief email or phone call from CIEE to confirm the details of the internship.

From visa application and training plan approval, to orientation and ongoing support for participants, CIEE will work closely with you and the candidate to ensure a hassle-free and productive exchange experience. We'll also provide 24/7 in-country assistance, health insurance coverage, and cultural and networking opportunities for successful visa applicants.

As a host organization, your responsibilities are simple and straightforward. You'll provide structured training, supervision, and resources; coverage under your Workers' Compensation policy; opportunities for the intern to participate in American culture; and a program evaluation. In return, your team will reap the benefits of working with a highly motivated international colleague who brings a fresh perspective to daily office activities, sparking new ideas and ways of doing business.

We appreciate your interest in CIEE's Professional Career Training USA program. Should you have any questions, please contact us at 1-866-609-CIEE or [trainees@ciee.org](mailto:trainees@ciee.org). Additional information can be found on our [website](#). We look forward to working with you!

Sincerely,

A handwritten signature in blue ink, appearing to read 'Marge Stockford', is written over a light blue circular stamp.

Marge Stockford  
Director, Internship USA/Professional Career Training USA

*This letter is being provided to you by CIEE: Council on International Educational Exchange. We serve as this applicant's Professional Career Training USA Program sponsor. The Professional Career Training USA Program falls under the U.S. Department of State's broader J-1 Exchange Visitor Program. The role of CIEE as a designated J-1 visa sponsor is to review applications for all J-1 Exchange Visitors and to provide support for participants while they are in the United States. We do so under the regulations and guidance of the U.S. Department of State.*