



U.S. Headquarters
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Eligibility Requirements for Host Companies

Determining the Correct Category

For exchange visitors to enter the U.S. via the [BridgeUSA Program](#), they must have the appropriate J-1 visa. Cultural Vistas Global Talent Development Programs (GTDP) is a U.S. Department of State designated sponsor [Interns](#), [Trainees](#), [Research Scholars](#), [Short-Term Scholars](#), and [Specialists](#). As part of the application process, GTDP must ensure that we are providing sponsorship in the correct category and that company meets the eligibility requirements of each category.

The decision tree on the next page can help you to determine the correct category. Please note: after a thorough review the GTDP team may determine that a different category is more appropriate. Should you have any questions, please reach out to us directly.

Once the correct category has been determined, you can review the requirements for each category to ensure you meet the category specific requirements.

At the time of their program, what will the EV's educational level be?

The EV has no higher ed degree, is not currently enrolled at a university, and has <5 years relevant professional experience.

The EV is currently enrolled in a Bachelor's program.

The EV graduated from a Bachelor's program >12 months ago.

The EV graduated from a Masters or Doctoral program.

The EV has no higher ed degree, is not currently enrolled at a university, but has >5 years relevant professional experience.

The EV graduated from a Bachelor's program <12 months ago.

The EV is currently enrolled in a Masters or Doctoral program.

Is the EV coming to the US to gain exposure to US culture and receive hands-on training in US business practices in their chosen occupations field?

Is the EV coming to the US as an expert in their field and will be using their expertise at your organization?

NO

NO

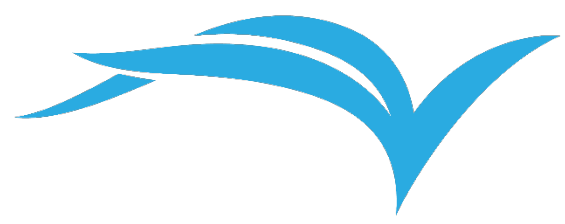
YES

YES

The EV may not qualify for the Exchange Visitor Program. Contact CV to discuss your case further.

The EV is likely an Intern or Trainee! Eligibility requirements for these categories are on pg 3.

The EV is likely a Scholar or Specialist! Eligibility requirements for these categories are on pg 5.



Eligibility Requirements for Interns and Trainees

To host an intern or trainee, companies must:

- utilize the J-1 visa solely to provide a cultural and careerlearning experience for participants and NOT for employment purposes.
- offer participants robust and meaningful opportunities that are in line with the participant's educational and professional experience.
- provide full-time employment (at least 32 hours per week) and ensure that no more than 20% of the participant's time is spent on unskilled or clerical tasks.
- have sufficient resources and knowledgeable staff available to conduct the training, and willingness and capacity to mentor an international participant.
- present proof of workers' compensation or proof of exemption.
- provide continuous on-site supervision of participants and their program activities and provide feedback to facilitate the participant's development.
- have been incorporated and in operation for at least one year.
- have a minimum of 5 full-time staff at the company as well as the specific training site and ensure that ratio of J-1 participants to employees at the training location does not exceed 10% (20% for companies with less than 20 FTE)
 - GTDP cannot count contractors, part-time employees, remote employees, or employees that are frequently off-site (i.e. outside sales) towards the minimum requirement)
- Ensure that supervisors are not assigned more than two J-1 supervisees at any given time.

Please also be aware of the following:

- Companies that have assisted participants in obtaining a change of visa status in the past may not be eligible for sponsorship in the future. Should you assist a participant is applying for a change of status, then GTDP reserves the right to refuse to work with you in the future.
- All new host companies are subject to a \$300 new host company fee. All companies who have either never worked with Cultural Vistas or who have not yet completed a successful training program through our organization within the past three (3) years will be required to pay a registration fee. (A successful program is defined as a program during which both the mid-term and final evaluations were completed as required). This fee covers the research Cultural Vistas does to ensure your company is reputable; to make certain your company meets the standards that are outlined by U.S. Department of State for all J-1 Visa host companies; and to guarantee that you understand your responsibilities as a U.S. host company to a J-1 Visa holder (this includes training, supervision, evaluations to be completed by trainee and supervisor, etc). This fee is non-refundable and cannot be paid by the participant.
- A site visit will be necessary if the company has fewer than 25 employees and makes less than 3 million in annual revenue. If a company has fewer than 25 employees but at least 3 million in annual revenue– and can provide proof of this – a site visit may not be necessary. Please note, however, that we may require the site visit as a part of the vetting procedures in some instances, based on the information provided on the application.



Programs in these areas are not eligible for sponsorship as Interns or trainees:

- flight training.
- performing arts including dance instructors.
- positions involving more than 20% clerical activity.
- positions of unskilled labor.
- positions that receive tips as a part of compensation.
- positions involving clinical or medical patient care or contact including dentistry, child/eldercare, veterinary medicine, doctors, nurses, psychological therapy, cosmetology, sports coaching or physical therapy, speech therapy or social work. This includes pre-schools and day care centers.
- programs involving the use of staffing agencies or unauthorized recruiters.
- programs at economy hotels, fast food restaurants, bakeries, home offices or retail sites.
- programs at camps or residential facilities.
- programs in the field of construction, carpentry, electricians, plumbers or similar in-home installation services or auto body shops.



Eligibility Requirements for Research Scholars, Short-Term Scholars, & Specialists

To host a Scholar or Specialist, companies must:

- offer participants a bonafide position that is in line with the participant's educational and professional experiences in the field in which they are an expert.
- offer opportunities for collaboration and cultural exchange with American colleagues.
- recruit participants that possess academic and employment credentials deeming them an expert in their intended area of exchange activities.
- not recruit candidates for tenure-track positions.
- identify supervisor of participant that is located at the participant's site of activity.

Please also be aware of the following:

- Host Companies that have assisted participants in obtaining a change of visa status in the past may not be eligible for sponsorship in the future. Should you assist a participant is applying for a change of status, then GTDP reserves the right to refuse to work with you in the future.
- All new host companies are subject to a \$300 new host company fee. All companies who have either never worked with Cultural Vistas or who have not yet completed a successful training program through our organization within the past three (3) years will be required to pay a registration fee. (A successful program is defined as a program during which both the mid-term and final evaluations were completed as required). This fee covers the research Cultural Vistas does to ensure your company is reputable; to make certain your company meets the standards that are outlined by U.S. Department of State for all J-1 Visa host companies; and to guarantee that you understand your responsibilities as a U.S. host company to a J-1 Visa holder (this includes cultural exchange opportunities, supervision and evaluations to be completed by participant and supervisor, etc). This fee is non-refundable and cannot be paid by the participant.

Programs in these areas are not eligible for sponsorship:

- Positions involving clinical or medical patient care or contact.
- Programs involving the use of staffing agencies or unauthorized recruiters.