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**Host Company Agreement:  
ASSE Aspire Intern and Trainee Program**

This agreement is between ASSE Aspire, Inc (“ASSE Aspire”) and Host Company. By your signature below you agree to the terms and conditions stated in this letter and commit the company to full compliance with its obligations under the United States Department of State’s rules governing “J-1” visa holders completing training and/or internships in the United States.

Initial x\_\_\_\_ 1. I acknowledge that the information on the Host Company Verification form, Host Company Training Information forms, and the DS-7002 Training/Internship Placement Plans are true and correct and truly reflect the objectives of the trainee/intern.

Initial x\_\_\_\_ 2. I shall provide the trainee/intern with the tasks, activities and evaluation described in the Training/Internship Placement Plan.

Initial x\_\_\_\_ 3. I shall introduce the trainee/intern to these tasks and activities.

Initial x\_\_\_\_ 4. I shall provide adequate space, equipment, plant, and on-site supervision dedicated to the trainee/intern.

Initial x\_\_\_\_ 5. I understand that the training/internship program is not a means of recruiting long-term staff for my company and we, therefore, have no intent to employ any trainee/intern upon completion of the training/internship period and will not sponsor and/or petition for temporary or permanent work visas for any participants (i.e. H-1B) during the program.

Initial x\_\_\_\_ 6. I understand that the training/internship program is not a means to avoid hiring US workers for regular part-time or full-time employment with my company.

Initial x\_\_\_\_ 7. I also understand that the trainee/intern shall not be given the tasks and responsibilities that allow him/her to displace a part-time and/or full-time employee.

Initial x\_\_\_\_ 8. I shall comply with United States federal, state, and local labor and wage regulations for J- visa holders in the trainee/intern category.

Initial x\_\_\_\_ 9. I shall conduct an entry orientation for the trainee/intern and inform him/her of the company’s rules and policies at the beginning of the training/internship program.

Initial x\_\_\_\_ 10. I shall notify ASSE ASPIRE immediately and in writing of any issues regarding the trainee’s/intern’s performance, changes in the training/placement plan, or the trainee’s/intern’s successful completion of the program as described in the training/internship placement plan.

Initial x\_\_\_\_ 11. I shall inform ASSE ASPIRE if the Host Company’s contact information, including the address where the training/internship is taking place, changes at any time during the program.

Initial x\_\_\_\_ 12. I understand that any changes to the Training/Internship Placement Plan including change in training location, supervisor and/or change in rotations can only take place after the written approval from ASSE ASPIRE and that any significant change will require a new training plan to be made.

Initial x\_\_\_\_ 13. I understand that all training/internship programs must not be used as substitutes for ordinary employment or work purposes. The requirements in these regulations for trainees are designed to distinguish between bona fide training, which is permitted, and merely gaining additional work experience, which is not permitted. The requirements in these regulations for interns are designed to distinguish between a period of work-based learning in the intern’s academic field, which is permitted (and which requires a substantial academic framework in the participant’s field), and unskilled labor, which is not.

Initial x\_\_\_\_14. I am aware that our company must evaluate the trainee/intern's performance. I confirm that the company will complete and submit the Mid-point and Final Evaluation in a timely manner as they are required by ASSE ASPIRE.

Initial x\_\_\_\_15. I shall promptly respond to every contact that ASSE ASPIRE makes with my company, or ensure there is a contact person available to coordinate with ASSE ASPIRE.

Initial x\_\_\_\_16. I understand that ASSE ASPIRE is the legal sponsor of the program and of the trainee/intern and not my company.

Initial x\_\_\_\_17. I understand that ASSE ASPIRE has the right to withdraw sponsorship from the trainee/intern if my company violates the policies set forth by ASSE ASPIRE.

Initial x\_\_\_\_18. I understand that the maximum program duration for trainee is 18 months and 12 months for intern. For training programs in the occupational category of Hospitality and Tourism, the maximum duration of program participation is 12 months. I shall not encourage the trainee/intern to stay in the United States beyond the time stated on the visa.

Initial x\_\_\_\_19. I understand that the trainee/intern is strictly prohibited from accepting any outside employment. Any such employment shall be reported to ASSE ASPIRE.

Initial x\_\_\_\_20. I am aware that the trainee/intern shall leave within 30 days of the program end date or the date of the withdrawal of sponsorship from ASSE and that the trainee/intern is not allowed to train during these 30 days.

Initial x\_\_\_\_21. I acknowledge that I have spoken with a representative from ASSE ASPIRE, and that I understand all of the regulations of the program.

I understand and agree to the above conditions and certify that the information contained on the attached ASSE ASPIRE Host Company Verification Form is true and correct. I understand that if I do not comply with the above program rules or if the information I have provided is not correct, to the best of my knowledge, ASSE ASPIRE has the right to withdraw its sponsorship for the trainee/intern.

In the event either party wishes to terminate this agreement, it must advise the other party in writing with minimum 60 days prior to termination date. By terminating this agreement, it in no way relieves the host company from its obligation under ASSE ASPIRE program rules to its program participants or the US Department of State Regulations.

Sincerely,

**ASSE Aspire, Inc.**



By: Fei Jiang, Responsible Officer

AGREED AND ACCEPTED:

\_\_\_\_\_  
HOST COMPANY NAME (Please Print)

\_\_\_\_\_  
Name of Signatory (Please Print)

\_\_\_\_\_  
Position in the Company

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## ASSE Aspire Trainee/Intern Program Host Company Verification

### Part 1 *(please fill out the information – all fields are mandatory)*

<b>Host Organization Name (DBA)</b>		<b>Corporate or Parent Company (if applicable)</b>	
<b>Complete Address</b> (please include City, State and Zip Code)			
<b>Year Registered/Incorporated</b>	<b>State Registered/ Incorporated</b>	<b>Employer ID Number</b>	
<b>Number of Full Time Employees Onsite at Location:</b>	<b>Number of J1 Trainee/Interns Onsite at Location</b>	<b>Number of H-2B workers at Location:</b>	
<b>Annual Revenue</b> <input type="checkbox"/> \$0 - \$3 Million <input type="checkbox"/> \$3 - \$10 Million <input type="checkbox"/> \$10 - \$25 Million <input type="checkbox"/> \$25 Million or More			
<b>Type of Company</b> <input type="checkbox"/> LLC <input type="checkbox"/> 'S' Corp <input type="checkbox"/> 'C' Corp <input type="checkbox"/> Other _____			
<b>Do you carry a valid Worker's Compensation Policy?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, will the coverage be maintained for any and all trainee/intern's program duration? <input type="checkbox"/> Yes <input type="checkbox"/> No <b><i>Please attach a copy of the Policy Summary</i></b>			
<b>Housing</b> <input type="checkbox"/> trainee/intern search on own <input type="checkbox"/> Host Company Estimated monthly cost of Host Company Housing <i>((please provide additional information in the next page))</i> \$ _____ /month Estimated monthly cost of room and board in the area where trainee/intern is placed \$ _____ /month			

<b>Transportation</b> available for the trainee/intern commute to training site: <input type="checkbox"/> Host Company provided (company car or shuttle) <input type="checkbox"/> Public Transportation <input type="checkbox"/> Walk <input type="checkbox"/> Other _____ Do you recommend an automobile purchase? <input type="checkbox"/> Yes <input type="checkbox"/> No      Estimated transportation expenses: \$ _____ /month
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Company Description (please attach additional materials such as brochures, company summary, etc)
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### Part 2 *(please answer yes/no)*

If YES to any of the below Part 2 questions, please explain on an attached sheet, so we can assess whether ASSE ASPIRE can sponsor interns and trainees assigned to your company

Do you have any full-time or part-time employees involved in teaching or responsible for childcare? <input type="checkbox"/> Yes <input type="checkbox"/> No Will you have any trainees or interns involved in teaching or responsible for childcare? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any full-time or part-time employees involved with providing medical treatment to human or animal patients or having any contact with human or animal patients? <input type="checkbox"/> Yes <input type="checkbox"/> No Will you have any trainees or interns involved with providing medical treatment to human or animal patients or having any contact with human or animal patients? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any full-time or part-time employees involved with clients in a medical, psychological or social services setting? <input type="checkbox"/> Yes <input type="checkbox"/> No Will you have any trainees or interns involved with clients in a medical, psychological or social services setting? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is your Company in the business of hiring individuals for the purpose of supplying workers to other businesses, where the workers remain on your payroll and the other businesses pay you a fee? <input type="checkbox"/> Yes <input type="checkbox"/> No Will you have any trainees or interns spending more than 20% of their time on clerical work? <input type="checkbox"/> Yes <input type="checkbox"/> No

**Additional information** *(please add information regarding Host Company Housing and/or Transportation and Part 2)*

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.