



Visa Service for Hosts

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WHY HOSTING A SWEDISH TRAINEE?

The trainee program offers Swedish American Chamber of Commerce member companies and organizations the opportunity to host highly qualified, bilingual trainees. With a minimum age of 21, some of the trainee candidates may still be students while many already earned their Bachelor's / Master's degrees or have extensive experience and specialized skills in their field.

An international perspective and an understanding of cultural differences are vital in today's global economy and the trainees will bring a Swedish and European perspective to your operation. In addition to Swedish and English, many trainees possess good knowledge of one or several other languages. Language skills are invaluable when it is necessary to communicate effectively across borders such as when finalizing a sale or during technology transfer.

SACC USA is a J-1 visa sponsor designated by the U.S. Department of State. This means that SACC USA is authorized to issue the document DS-2019 that a Swedish trainee needs to take to the U.S. Embassy in Stockholm to receive a J-1 trainee visa. The SACC Trainee Program and J-1 visa service can be used in a variety of situations, from short-term summer periods up to 18 months.

Being part of the J1-visa program promotes knowledge transfer between Sweden and the U.S. American companies get access to Swedish technology and know-how by hosting trainees and in addition the Swedish trainees can bring back U.S. expertise to Sweden. Take the chance to host a Swedish intern known for their work ethic, high standards and way of contributing. Your organization will benefit from it!

BENEFITS FOR THE HOST COMPANY

Qualified Trainees

Host well educated, motivated and bilingual trainees in a training program up to 18 months. SACC takes great pride in finding top-talents for our clients.

International Exposure

- The trainee will bring a European perspective to your organization. The SACC Trainee Program and J-1 visa service can be used in many situations:
- As a summer internship for a current Swedish student
- As a longer training program for a newly graduate
- As an 18-month visa for a Swedish employee in a rotation program (Use of the Exchange Visitor Program for regular employment or other work purposes is strictly prohibited)

Large Pool of Pre-screened candidates

SACC San Diego and SACC USA will post your available position on our website, as well as distribute the information to our network in Sweden in order to generate applications tailored to your needs. We also maintain a database of pre-screened trainee candidates that is available upon your request.

Peace of mind

SACC San Diego reviews candidate applications to ensure they meet the criteria established by the U.S. Department of State for the J-1 visa.

Support and assistance

SACC San Diego guides you and your trainee through the application process and assists with the necessary documentation making the entire process easy and fast.

Low cost

The host organization is strongly encouraged (but not required) to pay the trainee a stipend equivalent to the cost of living in the host company's location. There is generally no social security or medicare taxes for a J-1 trainee. The host organization pays the Swedish American Chamber of Commerce visa service fee and the SEVIS fee. The trainee generally pays his or her own insurance and travel expenses.

Long-term benefits

The J-1 visa can be utilized by joint ventures or partnerships between the U.S. and Sweden. It can also be used strategically to train a person for a U.S. company's entry into Europe. Today's trainees are tomorrow's business leaders. Your current trainee may become your best customer or ambassador in Sweden or wherever else in the world her career will take her.

HOST APPLICATION PROCESS

Once a match between a Host Company and a trainee has been made, SACC USA will help the host company with the training plan and the candidate with the visa application and make sure that rules governing the visa are followed. In the cases that companies does not have a suitable trainee, SACC USA makes it easy for companies and trainees to find each other. We post available trainee positions on our web page; we publicize positions through channels in Sweden, and then forward suitable resumes to the company for review.

Matchmaking

To utilize the SACC San Diego Trainee Program matchmaking feature, please contact us through contact page and we will get back to you with more information. After our initial contact, SACC San Diego will then initiate a search for suitable candidates and forward resumes for your review. If you already have a candidate and there is no need for matchmaking the process will be faster.

Visa Application

Once you have selected the right candidate, you will need to present the candidate with an Training Offer and write a Training/Internship Placement Plan (DS-7002) (which will be given by us).

SACC San Diego will then forward the information to SACC USA who will then assist your candidate with the visa application. SACC USA will issue the document DS-2019, which the candidate takes to the U.S. Embassy in Stockholm to receive the J-1 visa.

Practical Details

Interns/trainees are responsible for their own health insurance for the duration of the training period. Commonly the interns/trainees will find housing on their own, using tools such as Craig's List. Your input regarding safe or convenient areas is of course appreciated. If public transportation is available, the trainee will most likely use that. In the absence of public transportation, the trainee may have to rent or buy a car. Always make sure you communicate possible expenses to the trainee before arrival.

SACC San Diego Support

A SACC representative is always available for assistance during the training period. Support to both host and trainee will be provided upon request. Do not hesitate to contact SACC for assistance.

Evaluations

The host company is responsible for submitting a mid-point evaluation and a final evaluation to SACC San Diego, which will be given to the host organization in the end of the trainee period.

Time Frame

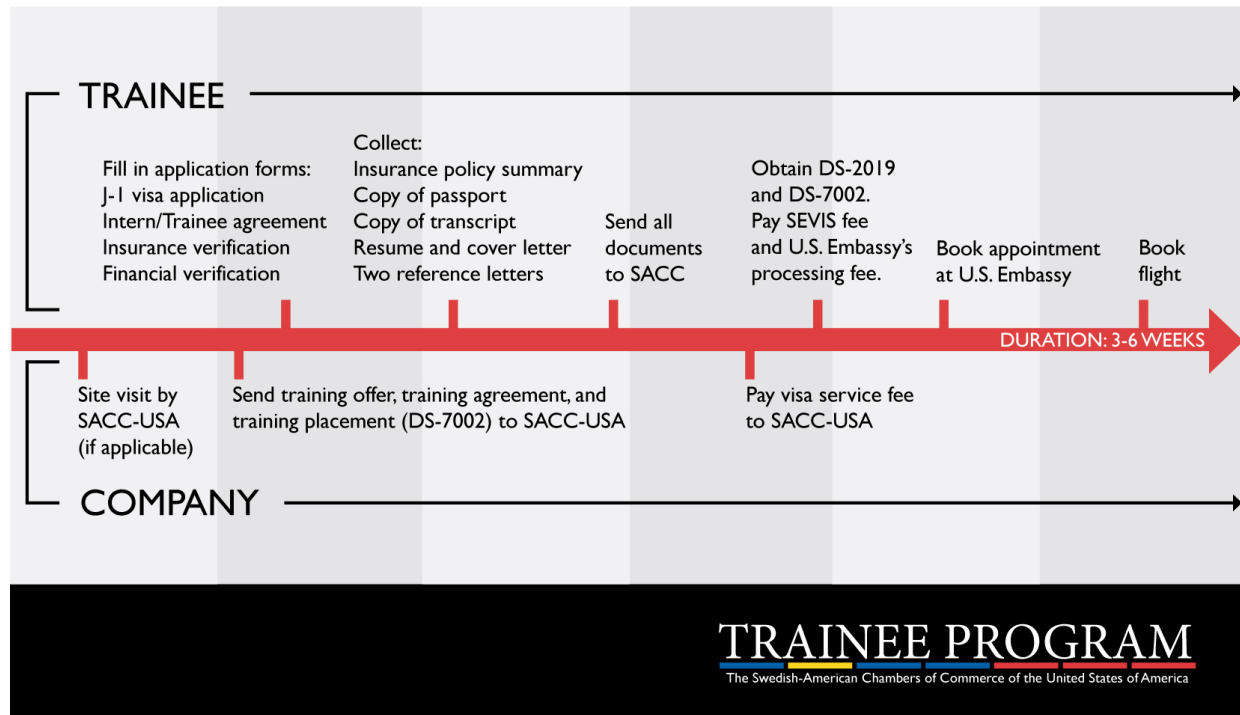
Once you have identified your candidate, the visa application process does usually only take a few weeks.

VISA APPLICATION

Once a host company and a trainee candidate have decided to do a practical training program, the J-1 visa is not far from reach! Under guidance from SACC-USA the two parties agree on a training plan, fill out the correct forms and collect the necessary documentation.

After fees have been paid, the trainee visits a U.S. Embassy to obtain the visa.

For more information visit sacc-usa.org/trainee



HOST FEES & REQUIREMENTS

Requirements

A host company should:

- Have an Employer Identification Number (EIN)
- Have a Dun & Bradstreet Number
- Have Workman's Compensation Insurance
- Provide continuous training and supervision
- Write a Training/Internship Placement Plan, DS-7002
- Be a member of SACC San Diego
- Agree to a site visit if it has fewer than 25 employees or less than \$3M in annual revenue. (Academic institutions and federal, state or local governments are exempt from site visit requirement.)

Areas of Training

The trainees are recruited from a number of fields, normally in direct affiliation to the Swedish universities. The most common areas of training are Management, Business, Commerce & Finance, the Sciences, Engineering, Architecture, Mathematics, Industrial Occupations, Public Administration and Law. However, more specific trainings can be accommodated.

Fees

An intern/trainee may receive compensation/stipend from a host company to cover living expenses. The host company can also choose to pay for housing, car, travel or insurance instead of, or in addition to, a stipend. Note that there are no social security or medicare taxes associated with a J-1 visa, unless the trainee recently has lived in the U.S. for an extended period of time.

Additional fees associated with a J-1 visa are an interview fee paid to the U.S. Embassy in Stockholm and a SEVIS fee paid to the Department of Homeland Security. These fees are usually covered by the intern/trainee.

The visa service fees depend on the length of the training period. An administration fee is included in the cost shown below.

Month	Service Fee SACC USA
0-3	\$1000
4-6	\$1400
7-12	\$1900
13-18	\$2200

Trainee Stipend

SACC recommends that the hosting organization offers the trainee a stipend to cover living expenses. The stipend should be based on the cost of living in the area. Although many trainees consider a trainee position in the United States as a great opportunity and might be willing to pay for some expenses out of their own pocket, a stipend will increase the likelihood of the trainee staying longer. The SACC recommended stipend for San Diego is approximately \$1,500/month.

Total Cost Example

Cost Trainee Program 12 months (Small Business Member)

Service Fee SACC USA	\$1900
Membership Fee SACC SD	\$500

Stipend (12 x \$1500)	\$18,000*
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*not required

Total Cost Trainee / Year	\$20,400
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Refund of Fees

If the host organization should withdraw from the program prior to issuance of the DS-2019, 75% of the program fee is refundable to the host company. The SEVIS fee is fully refundable prior to SACC USA having submitted the payment, non-refundable thereafter.

Taxes

J-1 visa holders and their host companies are not required to pay Social Security, Medicare or FUTA (unemployment) tax on stipend paid to a J-1 trainee. The trainee will most likely owe State and Federal taxes on any money he or she receives from the host company. Further information or questions regarding the appropriate forms and taxes visit www.irs.gov or contact us.

CONTACT

Please contact SACC San Diego if you have any questions regarding the visa program. We will answer your questions and guide you through the process.

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SACC San Diego is a non-profit organization founded in 1989 with a mission to promote exchange and networking between Sweden and the United States with a primary focus on the Southern California region. We work for our members and strive to connect companies, entrepreneurs and young professionals.