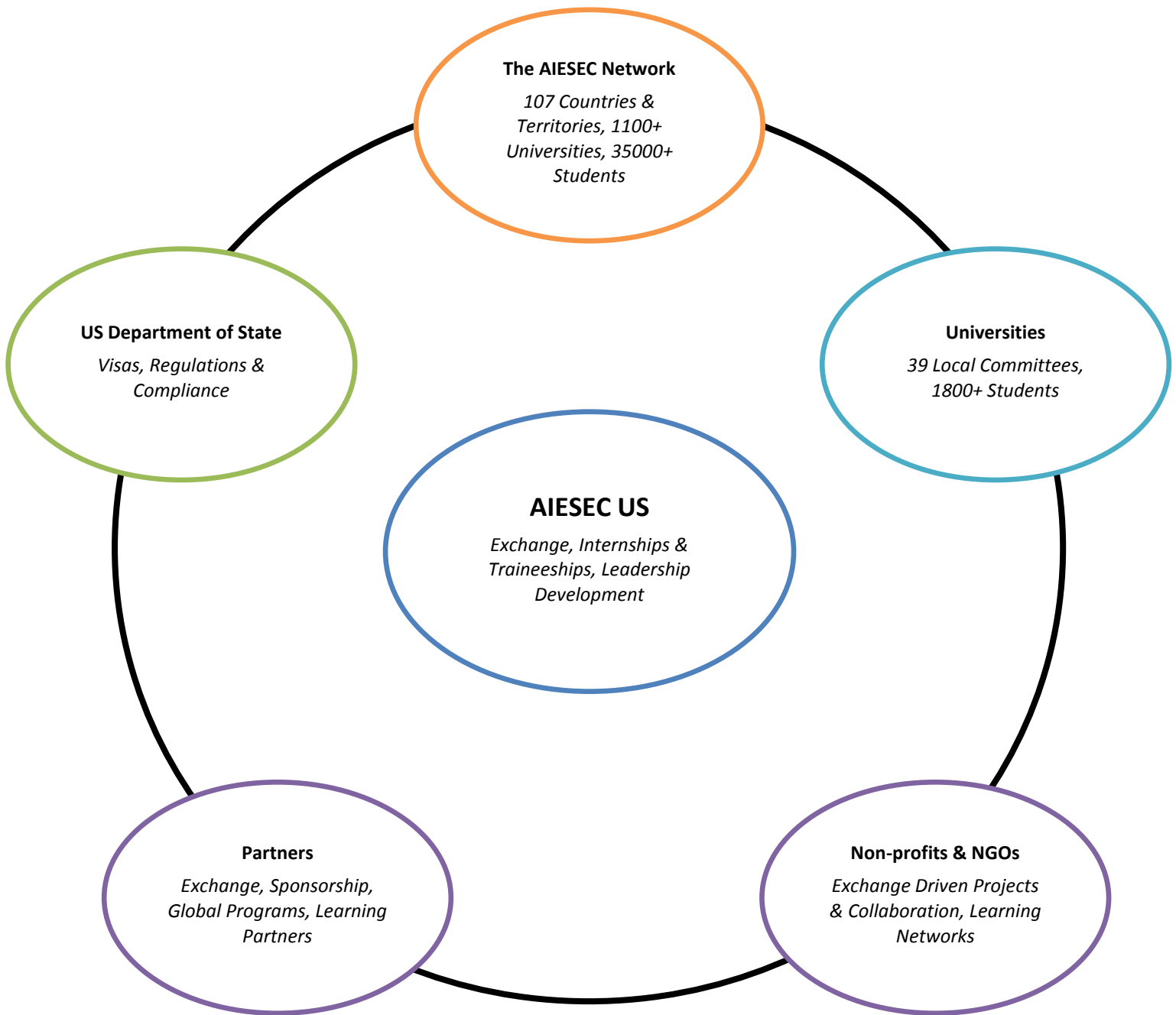


## **AIESEC UNITED STATES BUSINESS DEVELOPMENT GUIDE**

<b>AIESEC IN THE UNITED STATES</b>	<b>2</b>
<b>THE SALES PROCESS</b>	<b>3</b>
<b>VISA REGULATIONS</b>	<b>5</b>
<b>AIESEC US SERVICES</b>	<b>6</b>
<b>PROGRAM PRICING</b>	<b>8</b>
<b>MC CONTACT INFORMATION</b>	<b>9</b>



## AIESEC IN THE UNITED STATES



## THE BUSINESS DEVELOPMENT PROCESS

### Initial Meeting

- Understand the organization and its operations
- Identify needs of the organization
- Discuss AIESEC services with regard to the organizations needs
- Determine potential for an AIESEC exchange
- Outline meeting summary and next steps
- Review any information or materials required before next meeting

### Further Meetings

- Refine the needs and requirements of the organization that can benefit from AIESEC exchanges
- Outline potential traineeships and internship
- Review pricing and timelines with the organization, specific requirements for a potential trainee, and general job description and duration.
- Review any information or sourcing specifics before next meeting

### Pre-Contract

- Select services that AIESEC US will provide
- Review Host Company Handbook
- Submit Written Training Plan to AIESEC US for compliance check
- Submit AIESEC US Sourcing Criteria to check for availability of suitable candidates (If applicable)

### Contracting

- Review all requirements and services
- Complete & have the company (only) sign the Exchange Contract
- Submit Payment for Administration Fee to AIESEC US

### Sourcing

- 3-4 weeks for sourcing and selection of a candidate. Additional time may be needed if a second round of candidates is requested. (Timeline varies per customer)



### J1 Program Application

- Complete the J1 Program Application at least 1 month prior to participant’s program start date
- Complete:
  - Host Company Information
  - Participant Information
  - Original Company Acceptance Letter
  - Written Training Plan
  - DS7002
- Submit completed J1 Program Application and Per Exchange Fee payment to AIESEC US
- AIESEC US will review completed application (approx. 2-3 days)
- AIESEC US will issue DS2019 Exchange Visitor Eligibility Form to Participant (approx 2-5 days for shipping)

### J1 Visa Application and Interview

- Participant makes appointment at US consulate in home country
- Participant completes all necessary documents required by their home country’s consulate
- Participant attends visa interview appointment
- J1 Visa is sent to participant approximately 1 week\* after appointment (\*wait time varies per consulate)

### Pre-Arrival

- AIESEC US will provide orientation to J1 Visa Regulations
- Cultural preparation provided to participant
- AIESEC US will secure health insurance coverage and pay the premiums for the participant
- Participant is introduced to local AIESEC US committee
- Participant submits Pre-Arrival Acknowledgement form to AIESEC US
- Depending on the services that the company has selected, AIESEC US will begin preparing logistics for participant’s arrival

### During the Program

- AIESEC US will provide reception services to participant upon arrival
- Participant submits Program Validation Form to AIESEC US within 10 days of arrival
- Participant and Host Supervisor will complete Initial, Midpoint, and Final Evaluations for the program
- Participant will be connected to local AIESEC US committee
- AIESEC US will maintain and follow up with any additional services that were requested by the company



## VISA REGULATIONS

### AIESEC must:

- Ensure that Host Companies and their personnel possess and maintain demonstrable skills and competence to conduct training.
- Ensure that skills, knowledge, and competence are imparted to the trainee through a structured and appropriate training with defined objectives.
- Ensure that sufficient facilities, equipment, and trained personnel are available to provide the specified training.
- Undergo a site visit for host companies with fewer than 25 employees or less than \$3 million dollars annual revenue.

### AIESEC must not:

- Place trainees in unskilled occupations.
- Place trainees in positions which are filled or could be filled by full-time or part-time employees.

**Internships must not:** Include any activities that require patient care or contact (medical or clinical care, physical therapy, psychological counseling, nursing, dentistry, veterinary medicine, social work, speech therapy, or early childhood education).

### RELATIONSHIPS AND COMPLIANCE

We ensure that all host companies with whom we contract have a thorough understanding of what activities constitute appropriate training, so that our participants have the informative and fulfilling experiences that AIESEC promises.

### PARTICIPANT ELIGIBILITY

**Trainee** – A foreign national with either 1. A degree or professional certificate from a post-secondary academic institution outside the United States and at least one year of prior related work experience in their occupational field acquired outside the United States, or 2. Five years of work experience outside the United States in their occupational field.

**Intern** – A foreign national who (1) Is currently enrolled in and pursuing studies at a degree or certificate-granting post-secondary academic institution outside the United States, or (2) Has graduated from such an institution no more than 12 months prior to the start date of the proposed internship.

**What does this actually mean?** This means that current students are no longer eligible for the J-1 Trainee program unless they have another degree. This also means that international students in the U.S. are no longer eligible to participate unless they have a degree or 5+ years work experience in their home countries.

### What do we need to show participant eligibility?

- Passport (valid for at least 6 months *after* the end date of the proposed training or internship)
- Photocopy of diploma or transcripts showing completion of degree outside the U.S.
- Resume (up to date through the month the application is submitted)
- *Proof of student status (issued by the university) verifying enrollment for the school term prior to the proposed internship (Intern Program Only)*



## AIESEC US SERVICES

### REQUIRED SERVICES

#### **J-1 TRAINEESHIP OR INTERNSHIP**

For the basic program fee AIESEC US provides visa sponsorship, which includes advice on J-1 regulations, visa processing, SEVIS fee and registration, and program evaluations. Additionally, AIESEC US distributes Participant and Company Handbooks outlining regulations, policies, and US reception information, as well as provides an orientation for the participant upon arrival to the United States. Lastly, AIESEC US maintains a 24 hour emergency hotline, providing hands-on support from a representative throughout the training program.

#### **J-2 DEPENDENT**

AIESEC is able to offer J-2 Dependent visas for a non-working spouse and children (under 21 years of age) of the J-1 participant.

#### **RECEPTION SERVICES**

Arriving in a foreign country can be both scary and confusing. In order to ensure that a participant's arrival goes smoothly, AIESEC US provides reception services, which include airport pick-up and an orientation to the local area, as well as support obtaining a Social Security card.

#### **HEALTH INSURANCE**

AIESEC US requires that all participants and their dependents enroll in health coverage through our insurance provider. The health insurance meets all J1 health insurance requirements and will become effective starting one day before the training program start date and one day after the end date.

#### **ADMINISTRATIVE SUPPORT**

Throughout the duration of an exchange program, one or more AIESEC US representatives will be responsible for ensuring that the program goes smoothly and as contracted. The Administrative Support Fee is a variable cost that will fluctuate based on the size and scope of a given exchange program, accounting for the time and resources necessary for AIESEC US to deliver on all contracted services.



## AIESEC TALENT SOURCING & RELOCATION SERVICES

In addition to the Required Program Services, AIESEC US offers a variety of options that not only give access to a pool of qualified candidates from around the globe, but also eliminate the logistical burden of relocating foreign nationals to the US and integrating them into the AIESEC community. Companies can make the transition easier by taking advantage of the following services:

### TALENT SOURCING

AIESEC US has a presence in over 100 countries and access to a vast pool of highly qualified candidates with backgrounds in a variety of occupational fields. If a customer has trouble finding candidates and would like access to our network, an AIESEC Network fee will be charged and they will be given full sourcing access.

### AIRFARE

AIESEC US is able to secure an exchange visitor's airfare at prices that are almost always well below open-market costs. AIESEC US consults with the company and the participant around the best available dates, and books the most convenient flight available.

### SHORT AND LONG-TERM ACCOMMODATION

AIESEC US offers short-term accommodation in order to provide an option for those participants having difficulty finding long-term leases. Participants are much more likely to find housing when physically present in the United States and temporary accommodation is one way to allow him or her the extra time needed to find more permanent arrangements. Additionally, AIESEC US is able to secure long-term, affordable housing for candidates when requested.

### ONGOING LOCAL SUPPORT

AIESEC US has local communities on a growing number of college campuses nationwide. If a company's location is in the proximity of any one of these local communities, they can take advantage of our ongoing support and the opportunity to have a Local Service Coordinator (LSC).



## PROGRAM PRICING

Each customer should know that their particular exchange program is unique to their needs and goals. Because of this, there are many variables that will influence the price of their program. While some prices are standard fixed fees, others are variable costs that will take a good understanding of the program to create. Here is a basic guide to program pricing:

### REQUIRED SERVICES

All AIESEC US exchanges will include the following services and fees:

J-1 TRAINEESHIP/INTERNSHIP	ADMINISTRATIVE SUPPORT
RECEPTION SERVICE	NETWORK & SOURCING
HEALTH INSURANCE	

PROGRAM COST			
SINGLE EXCHANGE	\$3,510.00		
MULTIPLE EXCHANGE (PER TRAINEE)			
	1-6 MONTHS	7-12 MONTHS	13-18 MONTHS
1-2 TRAINEES	\$3,510	\$3,840	\$4,170
3+ TRAINEES	\$3,270	\$3,600	\$3,930
10+ TRAINEES	\$2,740	\$3,070	\$3,400
20+ TRAINEES	\$2,560	\$2,890	\$3,220
50+ TRAINEES	\$2,400	\$2,730	\$3,060

### ADDITIONAL SERVICES

Companies may choose to take advantage of these services as additions to their Per Exchange Fee:

PER J-2 DEPENDENT	\$500 (PLUS APPLICABLE HEALTH INSURANCE FEE)
SHORT-TERM ACCOMMODATION	
3 DAYS	\$450
7 DAYS	\$1050
14 DAYS	\$2100
PROGRAM EXTENSION	\$500
REPLACEMENT DS-2019	\$100
ONGOING LOCAL SUPPORT (LSC)	\$500 (MONTHLY, PER LSC)
AIRFARE	\$VARIABLE
LONG-TERM ACCOMMODATION	\$VARIABLE

#### NOTES:

- The “Exchange Fee” is the sum of the J-1 fee, the Health Insurance fee, the Administrative and Sourcing fees.
- For all programs that are not “Single Exchanges,” the final invoiced Administration Fee is to be quoted by the national office, but will fall in reflect the price breaks shown above.



## MC BUSINESS DEVELOPMENT CONTACT INFORMATION

### VICE PRESIDENT, BUSINESS DEVELOPMENT

ANDREW KING

[AndrewK@aiesecus.org](mailto:AndrewK@aiesecus.org)

212-757-3774 EXT. 227

---

### VICE PRESIDENT, ACCOUNT DELIVERY

CALLAHAN KETTERLING

[CallahanK@aiesecus.org](mailto:CallahanK@aiesecus.org)

212-757-3774 EXT. 223

---

### VICE PRESIDENT, INCOMING EXCHANGE

COLIN MCLEOD

[ColinM@aiesecus.org](mailto:ColinM@aiesecus.org)

212-757-3774 EXT. 222

