

British American Business Incorporated

Exchange Visitor Program

For Business Trainees

Application For

Certificate of Eligibility

Section I – to be completed by the Member Company

Section II – to be completed by the Trainee

B. Financial Arrangements

BABi member will pay for:

Travel Costs Amount: \$_____

Financial Support (salary) Amount: \$_____per annum

Board & Lodging Amount: \$_____per annum

Other benefits (please state):

C. Training Program

(please provide comprehensive details on separate sheets and summarize the training program below)

i) Dates of training: start mth___/day___/yr___
end mth___/day___/yr___

ii) Trainee's Qualifications for Training:

iii) Occupational Field of Training - please indicate appropriate category:

Management, Business, Commerce and Finance _____

The Sciences, Engineering, Architecture,
Mathematics, and Industrial Occupations _____

Information Media & Communication _____

The Law _____

iv) Objectives of Training;

v) Skills to be Imparted to Trainee:

vi) Training Syllabus & Chronology: please provide details

vii) Justification for Utilization of On-the-Job Training:

viii) Description of Supervision & Evaluation to be Provided:

ix) Related Activities to Provide Interchange of Ideas with American Counterparts and Participation in American life:

x) Position and Location Abroad for which the Training is Designed to Prepare the Trainee.

D. **Pre-Arrival Information & Orientation of Trainee:**

Please give details, and attach examples, of information which will be made available to facilitate trainee's stay in the U.S.

E. **Reciprocity:**

Does your organization send its U.S. staff overseas for training or work experience? If yes, please give details as follows:

Names of Staff Members:

Location Abroad:

Duration of Stay:

Type of Training/

Work Experience:

(if insufficient space, please list on separate sheet)

COMPANY:

By: _____

Name and title: _____

Date: _____

k) Current Employment: Employer Name:
Address:

Dates:
Position:

l). Prior Employment: Employer Name:
Address:

Dates:
Position:

m). Have you ever visited the U.S. on an H-3 industrial trainee or J-1 exchange alien visa? If yes, please give name of employer, dates and content of training.

n). Information on Dependants (spouse and children under 21 who will accompany trainee:)

<u>Name:</u>	<u>Relationship</u>	<u>Date</u>	<u>City/Country</u>	<u>Country of</u>
<u>Citizenship</u>		<u>of Birth:</u>	<u>of Birth</u>	
		m/d/yr.		

Spouse:

Children:

