



Employer Required Documents

The U.S. Department of State requires that we verify and obtain a copy of the current Business License to confirm a business entity is registered to conduct business in the jurisdictions where the participants are placed. We must also collect Workers' Compensation policies that show Workers' Compensation coverage is sufficient and active during the period of placement.

J-1 visa regulations and compliance can be viewed at:

<http://j1visa.state.gov/sponsors/current/regulations-compliance/>

Documents must be uploaded to the host employer's online account at app.interexchange.org for verification and approval.

1. Business License

Acceptable documents can include any business, professional, privilege, or occupational license, permit, registration, or certificate issued by the jurisdiction where the business operates granting the employer the right to operate in that jurisdiction. Where the jurisdiction does not issue tangible business licenses, the employer's online listing or filing on the state Secretary of State website showing the entity to be in "good standing" may be acceptable. Documents issued by a government tax authority, authorizing a business to collect taxes, will not be accepted.

Acceptable documents must:

- ▶ Include the name of the business
- ▶ Be valid for the duration of the participant's program. (You will be asked to upload an updated business license once the current one expires).
- ▶ Show that your business is authorized to operate in the city, county, state, or jurisdiction in which it resides.

Examples of acceptable documents include:

- ▶ Articles of Incorporation with Certificate of Existence/Good Standing issued by the state Secretary of State
- ▶ Liquor License
- ▶ Health Inspection Permit

2. Proof of Worker's Compensation Insurance Coverage

This includes either a Deck Sheet or the policy's Cover Page. This document should include:

- ▶ Policy holder's name (business name)
- ▶ Carrier name (insurance company)
- ▶ Policy number
- ▶ Site address(es) where participants will be working
- ▶ Effective dates - must be valid for the duration of the participant's program. You will be asked to upload an updated copy once the current policy expires.
- ▶ Limits of Liability

This information can usually be found within the first two pages of the policy. If this information is on more than one page, please send all pages that include the required information.