

Employment Offer

STEP 1: Host Employer completes this form and sends to Participant

PARTICIPANT INFORMATION

FIRST NAME	MIDDLE NAME	LAST NAME
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EMPLOYER INFORMATION

LEGAL BUSINESS NAME	
DOING BUSINESS AS	WEBSITE

EMPLOYMENT LOCATION (Address where Participant will work)

STREET ADDRESS		
CITY	STATE	ZIP

CORPORATE ADDRESS (If different from Employment Location) ☐ Same as above

STREET ADDRESS		
CITY	STATE	ZIP

EMPLOYMENT CONTACT

FIRST NAME	FIRST NAME
LAST NAME	LAST NAME
TITLE	TITLE
PHONE	PHONE
MOBILE	MOBILE
EMAIL ADDRESS	EMAIL ADDRESS

BUSINESS OWNER ☐ Same as Employment Contact

PARTICIPANT POSITION

JOB TITLE	WAGE PER HOUR	TIPPED POSITION? <input type="checkbox"/> Yes <input type="checkbox"/> No	AVG HRS / WEEK	OVERTIME AVAILABLE <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
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STEP 2: Participant provides InterExchange this form with their Participant Application

STEP 3: InterExchange contacts Host Employer by email to complete Employer Application and confirm vetting and position information online

STEP 4: InterExchange notifies Participant by email to sign completed Job Offer online

InterExchange, Inc is a designated J-1 Visa sponsor for the U.S. Department of State regulated Summer Work Travel Program (22 C.F.R. Part 62). An InterExchange representative will contact the employer at the place of business to verify the information on this form. Host Employers will need to update information and confirm all details online at <https://app.interexchange.org/>. Without confirmation of this offer and agreement, InterExchange will be unable to provide sponsorship to the prospective Exchange Visitor. Participant sponsorship is not granted until this Employment Offer has been received, reviewed, and approved by an authorized InterExchange representative. Continued sponsorship is contingent upon the successful execution of and adherence to this agreement between the employer and named international exchange student.