

International Exchange Center Application Process

Review of the Application

When we receive a complete application (includes the application [packet](#), [supporting documents](#), and [payment](#)) we review it to make sure that all necessary information is there. For the regular processing time this review is done within 7-10 business days. For the expedited processing service it is completed within 4-5 business days.

If anything is missing, or we need more information, we will contact the sender of the application and let them know what items we need. It is helpful if a cover letter is included with the application that has a main contact and their contact information listed.



Some applications require a Host Site Verification Visit. This is only for host sites that do not have at least 25 full time employees or \$3 million in gross annual revenue and have not previously hosted an Exchange Visitor. If a visit is required, we will either send one of our staff members or one of our ambassadors to the host site. The purpose of the visit is to make sure that the host site is adequately equipped to take on a trainee or intern. Companies that require a visit are not eligible for expedited processing.

Applicant Interview



If the application passes the written review and the Host Site Visit (if required) is complete we will move on to the webcam interview portion of our process. We will contact the applicant by email to set up a Skype interview. They need to reply to that email with a day and time that may work for them.

Issuing form DS-2019

Once we complete the interview and are satisfied that the program, applicant, and host company all meet the requirements and intentions of the visa, we will issue the form DS-2019. This form, along with the I-901 SEVIS fee receipt and DS-7002 Training/Internship Placement Plan, are sent to the applicant in our orientation packet.



After the applicant has received the packet and checked the documents for accuracy they may make their appointment with the Embassy or Consulate. AIC strongly suggests that no appointments be made until the documents have been received.