Procedure

Applicant	JIPT	Cultural Vistas	Host Company
【1】 Submit Application Documents	(Within approx. 3 days)		**【2】 Submit Host Company Application Documents**
Applicant should submit the following application documents to JIPT:	＊Send invoice for JIPT fees to the applicant	(Approx.) Regular service: 4~6 weeks Expedited review: 5~10 Business days	Host Company/Organization should submit the following online application documents to CV:
(1) Registration Sheet (Japanese) (2) Participant Application Checklist (3) Letter of Reference (Japanese) (4) Letter of Reference (1) [English] (5) Letter of Reference (2) [if applicable] (6) Resume (7) Certificate of English ability (8) Copy of Passport (9) Copy of Certificate/Diploma [English] (10) CV Fees *(if Applicant bears the cost)* (11) ID Photo Others: Corporate Registration Sheet, etc. (Submit additional document(s) if requested)	Eligibility Check （interview required） ↓ Approval ↓ Send documents to CV	**【3】 Start review process after all documents and fees arrive** ↓ **Initial review** of the application	(1) Host Company Application Checklist *(Training Plan included)* (2) CV Fees *(if Host Company bears the cost)*
＊Pay JIPT fee (bank transfer only)	Inform Applicant of review progress	(Request additional document(s) if necessary) ↓ **Final review** (Approve training plan) ↓ **Issue DS-7002** & Participant Agreement	(Submit additional document(s) if requested)
Participant signs DS-7002 & Participant Agreement	(send by email to participant)		**CV & Host Company sign DS-7002**
＊Prepare Letter of Guarantee for visa interview at U.S. Embassy	**Receive DS-2019** and other documents from CV ↓ Verify contents of DS-2019 packet and send to Applicant (Approx. 2~3 days)	**Issue DS-2019*** After verifying the signatures on the DS-7002	*Certificate of Eligibility for the J-1 Visa*
【4】 Receive the CV packet JIPT sends the documents packet to Applicant and provides information for visa application at the Embassy.			
(1) DS-2019 (Certificate of Eligibility) (2) SEVIS fee Confirmation (3) Host Company Application (Copy) (4) DS-7002 (TIPP) (5) Insurance Card and other supporting documents			
【5】 Visa application at U.S. Embassy. Applicant prepares all required documents and makes an appointment.			
【6】 Visa Issuance After receiving visa, Applicant should submit "Visa Receipt Confirmation" form to JIPT	(Approx. 1 week after visa interview)		
【7】 Orientation before Departure The JIPT orientation provides Applicant with further information regarding the immigration procedure, Trainee's obligation to CV, etc.	20 minutes (via JIPT website)		