



J-1 Orientation Checklist

A practical reference for hosts preparing a J-1 participant orientation. Organized by the three pillars that determine program success: compliance, workplace onboarding, and cultural adjustment.

Program and Legal Compliance

- Confirm mandatory health, accident, and repatriation insurance is active
- Review visa status requirements, including address-change reporting
- Explain the prohibition on unauthorized outside employment
- Share direct contact information for the participant's designated J-1 sponsor organization
- Document that all compliance topics were covered

Workplace Onboarding

- Walk the property, including emergency exits and break areas
- Introduce the participant's primary mentor
- Outline the schedule for midterm and final performance evaluations
- Review work hours, attendance expectations, and dress code
- Cover internal safety protocols
- Reference the DS-7002 training plan and confirm placement goals are clear

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Practical and Cultural Adjustment

- Assist with the Social Security Number application process
- Help set up a local bank account
- Explain public transit options near the property
- Share tips for adapting to U.S. workplace culture
- Provide information on local community resources and events

Signs Your J-1 Orientation is Working

- Participants spend their first week learning the role, not searching for answers
- Mentors spend more time developing talent and less time troubleshooting
- Participants report feeling supported beyond their job duties

Notes