



Completing the CIEE Host Evaluation Survey



Dear Annie,

Bruce Jones recently listed The Lion King as a host organization for their BridgeUSA J-1 internship or career training program.

Click the link below to confirm your eligibility to host a BridgeUSA intern/trainee.

[Let's get started!](#)



[This wasn't meant for me.](#)

Email int-pct@ciecee.org if you have any questions.

Sincerely,
CIEE Professional Exchange Programs Team

- a. You—the perspective Host Organization—will receive an e-mail (example above). Please click “Let’s get Started.”

A secondary reminder email will be sent out 24 hours after the first (pictured below).

Dear Mindy,

Miranda Sings recently listed you as the primary point of contact at Comedy Show for their BridgeUSA J-1 internship or career training program.

If you haven't done so already, please complete this brief form to confirm your eligibility as a host organization and allow you to move to the next stage of the hosting process.

[Submit Form!](#)

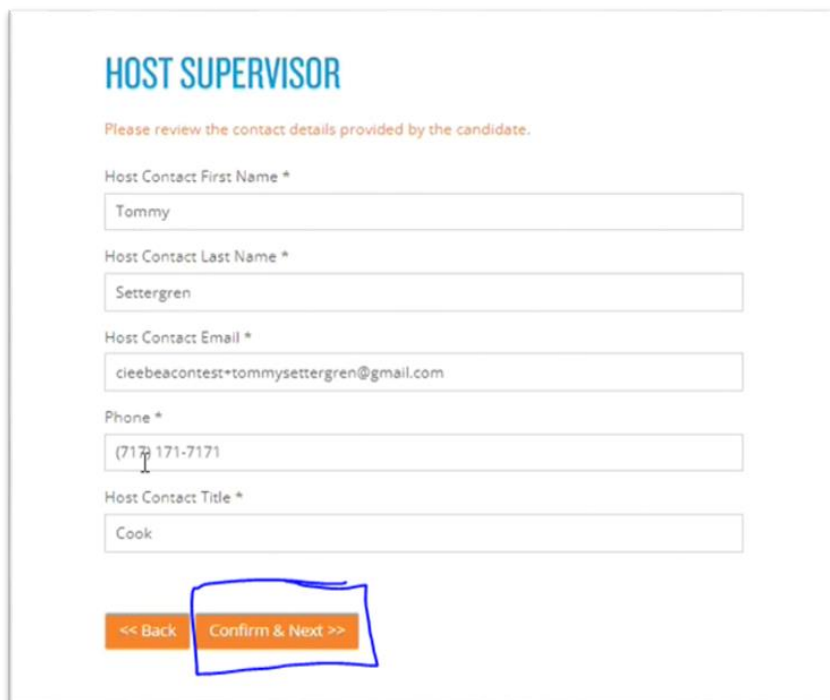
[This wasn't meant for me.](#)

If you have any questions, please don't hesitate to email us at int-pct@ciee.org

Sincerely,
CIEE Professional Exchange Programs Team

Please note that you may follow the link in either of these emails to submit your evaluation form and we only need this to be completed once.

- b. Complete the Host Organization information
- c. Host Supervisor information should be pre-populated and the Host should be able to click "Confirm & Next"



HOST SUPERVISOR

Please review the contact details provided by the candidate.

Host Contact First Name *
Tommy

Host Contact Last Name *
Settergren

Host Contact Email *
cieebeatcontest+tommysettergren@gmail.com

Phone *
(717) 171-7171

Host Contact Title *
Cook

<< Back Confirm & Next >>

- d. Host Organization Specifics will need to be completed as shown in the image below:
- i. **Important:** Please note that if the Host has a parent company, that information will need to be listed on this page

HOST ORGANIZATION SPECIFICS

These questions help us understand your organization and the internship experience you would provide the candidate.

Industry *

Architecture and Design

Do you have an established commercial office space? *

Yes No

Are you able to provide a commercial office space for at least 3 days per week for the duration of the program? *

Yes No

Can you provide in-person, non-remote training (this is required for visa sponsorship)? *

Yes No

How many full time employees work at your location? *

Does your company have a parent company? (example: CIEE Global versus CIEE Madrid) *

Yes No

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- e. You will then be asked to complete the Hosting Details page
- i. **Important:** This information is not required, but will help CIEE staff gain a better understanding of the HO

HOSTING DETAILS

We'd love to learn more about your hosting interests, but none of the below information is required.

Are you interested in hosting other participants?

SELECT INTEREST

When would you like to begin hosting?

SELECT WHEN TO BEGIN HOSTING

Any specific questions for CIEE?

- f. You can return to any of the previous screens during the evaluation survey to edit your responses if necessary.
- g. Once complete, you will then choose to “Submit to CIEE”
 - ii. Responses to the Host Evaluation survey cannot be edited until after CIEE has reviewed the submitted survey
- h. Once accepted as a CIEE host, the Host Organization will receive a ***second*** e-mail asking them to create a password for Beacon
 - ii. You are now able to access the Host Organization Profile and can begin completing that section!

For any questions, please contact: INT-PCT@ciee.org