



US Forest Service
International Programs

On-Site Orientation Checklist for Units Hosting an Exchange Visitor

Completed?	Task
	Assist visitor with scanning or photocopying documents and confirm arrival with International Programs within 48 hours. Email copy of stamped DS-2019, J-1 visa and I-94 to the IVP Specialist.
	Check to see that the visitor has a copy of the Program Handbook. If not, provide access to the website and any “pre-arrival” documents you have prepared.
	Provide site tour(s) and maps
	Provide organizational charts for the Forest Service and participating Units
	Provide telephone and email contact lists.
	Review Computer Access, network access, rules and resources
	Review telephone system, how to dial, rules for use, long distance vs local calls, emergency numbers, phone books and directories
	Provide Identification Card. Explain safety and security requirements, risks, policies, etc.
	Review health insurance policy and medical facilities in the area
	Provide information on options for local transportation
	Provide supplies and equipment necessary for project. Complete necessary forms. Explain rules for use, loss, replacement, care, etc.
	Review Debit Card program and usage. Familiarize visitor with ATMs in area.
	Review maintenance allowance/stipend payment plan (amount, schedule, etc)
	Complete all other forms as necessary:
	Provide information on the history and culture(s) of the city/town/region/forest
	Provide information on major sites of interest in the area
	Provide information on major events in the area during the time of their visit
	Extend invitations and provide opportunities for intercultural exchange – in homes, at events, etc.
	Share information on social etiquette/norms (communication, smoking, tipping, etc.)
	Other: