



Marriott International, Inc.  
 Human Resources Immigration Services  
 One Marriott Drive, Washington, DC 20058  
 Phone (301) 380-2132 Fax (301) 380-4515

**Marriott International, Inc. J-1 Exchange Visitor Program**  
**Applicant Personal History Questionnaire**

**IMPORTANT:**

1. COMPLETE ALL INFORMATION FULLY. ANSWER ALL ITEMS IN ENGLISH.
2. APPLICANT MUST CLEARLY PRINT OR TYPE ALL RESPONSES ON THE FORM AND ENSURE FORM IS SIGNED AND DATED.
3. IF CERTAIN QUESTIONS DO NOT APPLY, PLEASE INSERT "N/A" IN THE BLANK SPACE.

**PART I (Personal Data)**

MR./MRS./MS. \_\_\_\_\_  
 (Last Name) (First Name) (Middle)

Legal Permanent Address:

\_\_\_\_\_ Street City Country Postal Code

Current Mailing Address for Receiving J-1 Documents

\_\_\_\_\_ Street City Country Postal Code

1. Home Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

2. Date of Birth: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_ Place of Birth (City/Country): \_\_\_\_\_

3. Country of Citizenship: \_\_\_\_\_ Marital Status: \_\_\_\_\_

4. Legal Permanent Residence: \_\_\_\_\_

5. In what Country & City do you intend to apply for your J-1 Visa: \_\_\_\_\_

6. Passport Number: \_\_\_\_\_ Place Issued: \_\_\_\_\_ Date: \_\_\_\_\_

**PART II (Work Experience)**

**Current Occupation** ( if employed, provide name of company, address (including country), dates of employment, and your job title. If you are not currently working, provide the same information for your last employer and include dates of employment.):

\_\_\_\_\_

**PREVIOUS WORK EXPERIENCE** (Start with current occupation)

Name & Address Of Employer	Start Date Month & Year	End Date Month & Year	Job Title or Position

(Please attach a separate sheet to complete question, if needed.)

### PART III (Education and Training)

**Education** (Start with last school attended and list backwards five years.)

<u>Name of School And location</u>	<u>Dates of Study Month &amp; Year</u>	<u>Major Field(s) of Study</u>	<u>Degrees or Certificate</u>

(Please attach a separate sheet to complete question, if needed.)

### PART IV (Family Data)

Do you have any relatives in the United States? If Yes, please explain?

<u>Name</u>	<u>Relationship</u>	<u>Status in U.S.</u>	<u>Present Address</u>

Dependents:

If your spouse and/or children will accompany you during your stay in the United States, instructions will be provided to help them apply for "J-2" visas.

Please provide the following information for your spouse and/or children who will join you in the United States:

- a) Full name as it appears on passport (include wife's maiden or unmarried surname)
- b) Relationship to you
- c) Date of Birth (please spell out the month)
- d) City and Country of Birth
- e) Country of Citizenship.

Dependent 1

- a) \_\_\_\_\_  
(Last Name) (First Name) (Middle)
- b) \_\_\_\_\_
- c) \_\_\_\_\_
- d) \_\_\_\_\_
- e) \_\_\_\_\_

Dependent 2

- a) \_\_\_\_\_  
(Last Name) (First Name) (Middle)
- b) \_\_\_\_\_
- c) \_\_\_\_\_
- d) \_\_\_\_\_
- e) \_\_\_\_\_

(Please attach a separate sheet to complete the questions, if needed.)

Will dependents accompany you? Yes \_\_\_\_\_ No \_\_\_\_\_ Will dependents join you at a later date? Yes \_\_\_\_\_ No \_\_\_\_\_

If your dependents will join you at a later date, you must contact us so that the proper documents can be provided.

## PART V ( Visa information)

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Have you previously visited the United States on a J-1 Visa? Yes \_\_\_\_\_ No \_\_\_\_\_

If "Yes", provide name of sponsor(s), program number, purpose of visit and dates of entry and exits ( include both month and year):

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Are you currently in, or have you in the last 12 months visited, the United States? Yes \_\_\_\_\_ No \_\_\_\_\_ If "Yes", please complete:

A. Type of Visa (B-1/B-2, F-1, J-1, H-1B, L-1 or TN) Held: \_\_\_\_\_

B. Purpose of Visit: \_\_\_\_\_

C. Date of Entry: \_\_\_\_\_ Expiration Date on I-94 Form: \_\_\_\_\_

D. Date you Actually departed the United States: \_\_\_\_\_

If you are currently in the United States, you must attach a PHOTOCOPY of your I-94 form, both front and back. Do not send the original. **We will not consider this application until this material is provided.**

Have you ever had a felony conviction in the U.S.? Yes \_\_\_\_\_ No \_\_\_\_\_ (if "Yes", explain when, where & end result): \_\_\_\_\_

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Have you ever had a comparable conviction Abroad? No \_\_\_\_\_ Yes \_\_\_\_\_ ( if "Yes", explain when, where & end result): \_\_\_\_\_

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Have you ever applied for an U.S. Immigrant Visa or an Application for Permanent Labor Certification? Yes \_\_\_\_\_ No \_\_\_\_\_

(if "Yes", explain when, where, & end result): \_\_\_\_\_

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Has any U.S. Visa petition filed on your behalf by you or any other person or organization been denied? Yes \_\_\_\_\_ No \_\_\_\_\_

(If "Yes", explain when, where & end result): \_\_\_\_\_

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Proposed Port of Entry in the United States: \_\_\_\_\_

## PART VI (Beneficiary Data)

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1. Provide the name, relationship, complete address and telephone number of person to contact in the event of an emergency:

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2. Provide the name, address and telephone number of beneficiary for Insurance Purposes: \_\_\_\_\_

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## PART VII (General Issues)

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Please attach to this Questionnaire Photocopies of the following Documents (If applicable):

- Degree/Diploma/Professional Certification
- Course Transcript
- Current & detailed curriculum vitae (resume)
- All pages of Passport (including the cover), and same for immediate family ( if applicable)

## PART VIII (Insurance Coverage)

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J-1 regulations requires all trainees to have appropriate insurance benefits, to comply:

1. Applicant must elect level of insurance coverage for (a) Health/Accident, (b) Emergency Medical Evacuation, and (c) Repatriation.
  2. Please refer to the attached insurance information (Gateway, USA) for details on coverage & enrollment through this insurance provider.
  3. Please fax the enrollment information to Marriott Immigration Services Department as soon as possible. (301) 380-4515.
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## Conditions of Sponsorship for Marriott's J-1 Exchange Visitor Program

**PLEASE READ THE FOLLOWING CONDITIONS TO TRAIN IN MARRIOTT'S J-1 PROGRAM CAREFULLY BEFORE SIGNING BELOW:**

1. I understand that Marriott International, Inc. ("Marriott") is my legal sponsor and I should keep Marriott Management and the Immigration Services Department informed of any issues that may affect my immigration status.
2. I understand that the intent of the J-1 Exchange Visitor Program is to allow me to gain **Professional, Cultural and Practical Training experience** which will be useful to me when I return abroad or possibly repatriate to an international assignment with Marriott or one of its entities (if applicable).
3. I understand that the time allowed for practical training employment is limited to a maximum of 18 months or a period necessary to complete my assignment. Therefore, I will not engage in any unauthorized activities while working for Marriott nor **will I not attempt to remain in the United States beyond the expiration of my authorized stay.**
4. I certify that my background is sufficient to undertake the proposed training and that I have sufficient English language skills to perform the duties and responsibilities; and that I am in good medical condition to perform the specific duties assigned during my training program as required by regulations.
5. I will maintain a permanent residence in my home country or country of legal residence.
6. I understand that failure to abide by government regulations and Marriott policies may result in my suspension or separation from Marriott 's J-1 Program.
7. I will maintain insurance coverage as required by J-1 regulations and I will complete the Training "Evaluation" forms in a timely manner and returned them to Immigration Services Department, as required.
8. I understand that if I leave the company during my period of training in the U.S., Marriott will withdraw its sponsorship and notify the Immigration and Naturalization Service (INS), who may immediately take action on the matter. I realize that once this step has been taken, I am in the United States illegally.

My signature below certifies that the information I am providing on this form and the supporting documentation is complete and accurate and indicates that I understand and agree to the conditions above. I realize that if I do not fulfill my obligations and responsibilities as stated, Marriott International, Inc. will withdraw its sponsorship.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Name( please type/print legibly)

**NOTE:** The processing time to complete a J-1 Immigration case is normally 4 weeks, after receipt of all required documentation, i.e., The completed Applicant Personal History Questionnaire, the insurance enrollment forms and the Offer of Training Worksheet Form completed and signed by your employer. Please do not make travel arrangements until you have received your J-1 visa Documents