

**INTER-AMERICAN E-BUSINESS FELLOWSHIP PROGRAM  
HOST COMPANY APPLICATION FORM**

If you have any questions, please email us at [ebusiness\\_fellowship@ita.doc.gov](mailto:ebusiness_fellowship@ita.doc.gov), or call Program staff at 202-482-0621.

**I. GENERAL INFORMATION**

Company Name \_\_\_\_\_

Coordinator Name and Title \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

E-mail \_\_\_\_\_

***Note:** Host company will need to complete a separate questionnaire if taking more than one fellow and providing them with different training.*

**II. INFORMATION REGARDING FELLOWSHIP OFFERED**

A. Training Location

B. Number of Fellows

C. Please provide a description of the units/divisions in which you propose to place the fellow(s), highlighting the IT or e-business activities to which they would be exposed. Please also note the units/divisions' area of work, how it is structured, and the type of goods and services it provides.

**III. QUALIFICATIONS REQUIRED/PREFERRED BACKGROUND OF THE FELLOW**

A. Company preferences regarding the size, nature, sector of the organization at which the fellow(s) is/are presently employed.

B. Preferences regarding the fellow's occupation, profession, or technical background.

C. Any additional preferences or a general description of the type of person who would benefit from a fellowship in your company.

**IV. TYPE OF TRAINING PROPOSED**

Please describe the components of the proposed training activities in as much detail as possible on a weekly basis.

Week 1:

Week 2:

Week 3:

Week 4:

**Note:** DOC will make every effort to match a fellowship candidate as closely as possible with the profile provided by the US host, but cannot guarantee candidates would match the profile exactly. DOC will work with the company fellowship coordinator, ideally providing them with several candidates to review and interview if desired.

A completed form may be: 1) emailed as an attachment to the E-business Program Officer at [ebusiness\\_fellowship@ita.doc.gov](mailto:ebusiness_fellowship@ita.doc.gov) with the signature page faxed to 202-482-4726 (preferred), 2) faxed to 202-482-4726, or 3) mailed to the Inter-American E-Business Fellowship Program, Room 3017, U.S. Department of Commerce, 14<sup>th</sup> and Constitution, NW, Washington, D.C. 20230.

**(COMPANY NAME)** would like to host **(SPECIFY NUMBER OF FELLOWS)** for a 4 week e-business fellowship. We understand that as hosts, we would provide local transportation to and from work and any work-related travel beyond the daily transportation to and from the fellow's site. We would also provide equipment and/or supplies necessary for the fellowship.

I understand that the fellows will be provided with a per diem allowance by the Commerce Department intended to cover their meals and some incidental expenses. **(COMPANY NAME)** will not be required or expected to cover the fellows daily living expenses.

\_\_\_\_\_  
Signature of Designated Official Representative of Company

\_\_\_\_\_  
Printed Name of Designated Official Representative of Company

\_\_\_\_\_  
Date