

CULTURAL HOMESTAY INTERNATIONAL

USA WORK & TRAVEL



STUDENT HANDBOOK



CULTURAL HOMESTAY INTERNATIONAL

255 West End Avenue

San Rafael, CA 94901

Tel: 415-459-5397 (for WT call ext. 2)

Fax: 415-459-2182

E-MAIL: chiwt@chinet.org

Toll Free 1-800-432-4643
ext.: 2

www.chinet.org

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WHAT IS CHI?

Cultural Homestay International (CHI) is a non-profit, public benefit, educational organization. CHI's purpose is to bring people of diverse cultures together to know and understand each other. CHI believes that the best way to learn about the cultures, languages and customs of other countries is through international educational and work exchange programs.



WHAT IS USA WORK AND TRAVEL?

CHI's USA Work & Travel Program offers overseas university students a challenging opportunity to experience life and culture in the U.S. During summer holiday participants are able to work side by side with their U.S. counterparts at temporary entry-level jobs. The program allows participants to earn modest spending money and, at the same time, offset some living and travel expenses during their stay in the U.S. After completing their work commitment, participants have an optional travel period to sightsee and further explore the American landscape.

The U.S. Department of State (USDOS), has designated CHI to sponsor participants in an exchange visitor program under the "Summer Work and Travel" category. CHI is able to issue DS-2019 forms, which allow participants to apply for a J-1 visa. CHI is the sponsor agency.

U.S. Department of State

Office of Designation; Private Sector Programs

2200 C Street, NW, SA-5, Floor 5, Washington, D.C. 20522-0505

Your questions and concerns can be sent to USDOS at jvisas@state.gov

CHI ADMINISTRATIVE STAFF:

- ❖ CHI Main Office
255 West End Avenue, San Rafael, California 94901 , USA
Phone: (415) 459-5397 ext. 2 Toll Free: 1-800-432-4643 ext. 2
Fax: (415) 459-2182 Email: chiwt@chinet.org
- ❖ USA W&T Program Director: Milena Minkova (chimilena@chinet.org)
- ❖ Staff Dev. & Operations Manager: Luisa Giannotti (chiluisa@chinet.org)
- ❖ Partner Dev. & Operations Manager: Ivana Meholick (chiivana@chinet.org)
- ❖ USA W&T Operations Managers:
Kelly Asmus (chikellya@chinet.org)
Dave Brown (chidave@chinet.org)
Lucia Cardoso (chilucia@chinet.org)
Jessica Pennewell (chijessicap@chinet.org)
Gavin Pugsly (chigavin@chinet.org)
Kamilla Silina (chikamilla@chinet.org)

PROGRAM SUMMARY

CHI'S WORK & TRAVEL PROGRAM PROVIDES:

- ❖ J-1 visa documentation.
- ❖ Mandatory insurance for the duration of your DS-2019 form included in the program fee.
- ❖ Complete orientation.
- ❖ Student Program Handbook.
- ❖ Program administration and supervision.
- ❖ 24-hour emergency assistance.
- ❖ Job placement (for additional fee).

CHI'S WORK & TRAVEL PROGRAM DOES NOT INCLUDE:

- ❖ Round trip airfare to the U.S.
- ❖ Airport transfers.
- ❖ Transportation.
- ❖ Any daily living expenses, including rent, utilities, transportation, furnishings, meals, etc...
- ❖ Any applicable visa application fees at the U.S. Consulate/Embassy in the participant's home country, as well as the SEVIS fee.
- ❖ Any labor union dues related to employment.

CHI'S WORK & TRAVEL PROGRAM OPTIONS:

- ❖ Job Assisted - For an additional fee, students can receive job assistance. CHI will provide a job for the student and will assist with the selection of employment. CHI will provide all the necessary documentation about the employment and will assist with all of the arrangements.
- ❖ Job Assisted Returnee - Participants have to return to the same employer as previous season in Work & Travel in order to receive a discount from the Job-Assisted fee. Self Placement - Student will arrange his/her own employment in the USA. A written job offer must be submitted to CHI with the full application when applying for the Work & Travel Program. The self placed student is responsible for all the arrangements with the employer.
- ❖ Agency Placed - Home agency will arrange student employment in the USA. A written CHI job offer must be submitted to CHI with the full application when applying for the Work & Travel Program. The home agency is responsible for all the arrangements and transportation with and to the employer.

CHI'S WORK & TRAVEL PROGRAM OPTIONS:

Students who participate in the Work and Travel program enjoy American cultural activities during their stay in the USA. Besides working alongside American co-workers, they can regularly attend parties with Americans, go to local parks, beaches and museums, attend sporting events, organize staff pot lucks at work and go to farmers markets and historical sites. During your daily interactions with coworkers, supervisors and new friends you get to learn more about the way of life, the traditions and values of the American people. We also encourage you to teach them about your country and share your culture with them. Consider yourselves ambassadors of your country for this summer. We hope that when you return home, you will share your experiences with your family and friends, as this is the ultimate goal of the Summer Work & Travel program.

CHI promotes cultural activities in regular emails sent to all students, the CHI Facebook page (www.facebook.com/#!/groups/CHIgetOUTthere/), many cultural guides for the different cities and areas (in your www.sevis.org) and communication from local CHI coordinators about cultural events nearby.

CHI expects participants to engage in cultural activities at least two times each month, and asks for details in a monthly questionnaire.

REQUIREMENTS

ELIGIBILITY REQUIREMENTS:

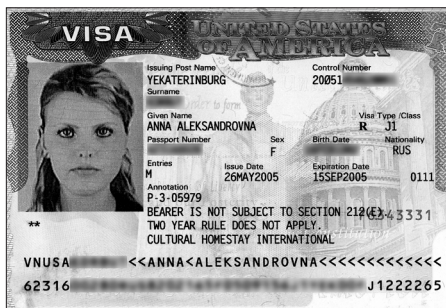
To be considered for CHI's USA Work and Travel Program, the candidates must:

- ❖ Be between the ages of 18 to 30 years old.
- ❖ Be a currently enrolled university student, actively pursuing a degree or a full-time course of study at an accredited post secondary academic institution.
- ❖ Feel comfortable and able to function in an English-speaking work environment.
- ❖ Students will be required to be interviewed by a CHI staff member.
- ❖ Documented proof of sufficient funds in order to financially support themselves upon arrival in the U.S. (minimum USD \$1,000).
- ❖ Complete and submit CHI's USA Work and Travel Program's application packet.
- ❖ Duration dates - Enroll in the program during the period that coincides with their official summer holiday in their



home country. The program duration will be determined, in part, by the University break dates for each participant. Participants are eligible to work for a maximum of 4 months, with a 30-day post-program option to travel. (refer to pg 37 for additional health insurance during your grace period!)

DOCUMENTATION



FORM DS-2019 AND THE J-1 VISA:

As a participant in the USA Work & Travel Program, you are sponsored under CHI's J-1 visa designation. CHI is able to issue a DS-2019 form which allows you to apply for a J-1 visa. The J-1 visa enables you to work temporarily

and legally in the U.S. There is an optional 30-day travel period after your work program dates terminate, as indicated on your DS-2019 form. The USA Work & Travel J-1 visa allows you to work up to 4 months and obtain a Social Security number. Please keep in mind that this particular J-1 does not allow you to extend your visa under any circumstances. Upon job placement and confirmation, CHI will issue you a DS-2019 form. This form is a **"Certificate of Eligibility for Exchange Visitor (J-1) Status"** from the U.S. government. This certificate officially identifies CHI as your program sponsor, describes the purpose of the program, and lists the exact dates in which you are allowed to work.

To apply for the J-1 visa, you are required to go to the U.S. Embassy or Consulate in your home country and present the DS-2019 form, along with a valid passport. The J-1 visa will be attached to your passport with the printed program number. The J-1 visa is only issued from a U.S. Embassy or Consulate abroad. The J-1 visa and a valid DS-2019 form are the legal documents that allow you to enter the U.S.

U.S. DEPARTMENT OF STATE		UNITED STATES OF AMERICA
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR(J-1) STATUS		CLASS OF VISITOR
1. Name (Last, First, Middle)	2. Date of Birth	3. Sex
4. Address (Street, City, State, Zip)	5. Country of Birth	6. Country of Issuance
7. Date of Issuance	8. Date of Expiration	9. Date of Entry
10. Date of Departure	11. Date of Return	12. Date of Re-entry
13. Date of Departure	14. Date of Return	15. Date of Re-entry
16. Date of Departure	17. Date of Return	18. Date of Re-entry
19. Date of Departure	20. Date of Return	21. Date of Re-entry
22. Date of Departure	23. Date of Return	24. Date of Re-entry
25. Date of Departure	26. Date of Return	27. Date of Re-entry
28. Date of Departure	29. Date of Return	30. Date of Re-entry
31. Date of Departure	32. Date of Return	33. Date of Re-entry
34. Date of Departure	35. Date of Return	36. Date of Re-entry
37. Date of Departure	38. Date of Return	39. Date of Re-entry
40. Date of Departure	41. Date of Return	42. Date of Re-entry
43. Date of Departure	44. Date of Return	45. Date of Re-entry
46. Date of Departure	47. Date of Return	48. Date of Re-entry
49. Date of Departure	50. Date of Return	51. Date of Re-entry
52. Date of Departure	53. Date of Return	54. Date of Re-entry
55. Date of Departure	56. Date of Return	57. Date of Re-entry
58. Date of Departure	59. Date of Return	60. Date of Re-entry
61. Date of Departure	62. Date of Return	63. Date of Re-entry
64. Date of Departure	65. Date of Return	66. Date of Re-entry
67. Date of Departure	68. Date of Return	69. Date of Re-entry
70. Date of Departure	71. Date of Return	72. Date of Re-entry
73. Date of Departure	74. Date of Return	75. Date of Re-entry
76. Date of Departure	77. Date of Return	78. Date of Re-entry
79. Date of Departure	80. Date of Return	81. Date of Re-entry
82. Date of Departure	83. Date of Return	84. Date of Re-entry
85. Date of Departure	86. Date of Return	87. Date of Re-entry
88. Date of Departure	89. Date of Return	90. Date of Re-entry
91. Date of Departure	92. Date of Return	93. Date of Re-entry
94. Date of Departure	95. Date of Return	96. Date of Re-entry
97. Date of Departure	98. Date of Return	99. Date of Re-entry
100. Date of Departure	101. Date of Return	102. Date of Re-entry

CHI requires that you have a job offer secured prior to issuance of the DS-2019 form and before you leave for the U.S. If you choose the Job Assisted option, CHI will provide the Job Offer. If you find your own job, you must supply a letter from the employer stating your position, dates of employment and full business information (address, phone number, e-mail, etc.). Please contact CHI for a blank Job Offer form. You will need to obtain a copy of the employer's Workers Compensation policy and a copy of the business license. Remember that CHI must check the business before you can begin working.

PROGRAM EXCLUSIONS:

Participants cannot be placed:

- ❖ In sales positions that require participant to purchase inventory that they must sell in order to support themselves;
- ❖ In domestic help positions in private homes (e.g. child care, elder care, gardener, chauffeur);
- ❖ As pedicab or rolling chair drivers or operators;
- ❖ As operators of vehicles or vessels that carry passengers for hire and/or for which commercial drivers licenses are required;
- ❖ In any position related to clinical care that involved patient contact;
- ❖ In any position that could bring notoriety or disrepute to the Exchange Visitor Program;
- ❖ In any position in the adult entertainment industry (including, but not limited to jobs with escort services, adult book/video stores, and strip clubs);
- ❖ In positions requiring work hours that fall predominantly between 10:00 pm and 6:00 am;
- ❖ In positions declared hazardous to youth by the Secretary of Labor at Subpart E of 29 CFR part 570;
- ❖ In positions that require sustained physical contact with other people and/or adherence to the Centers for Disease Control and Prevention's Universal Blood and Body Fluid Precautions guidelines (e.g., body piercing, tattooing, massage, manicure);
- ❖ In positions that are substantially commission-based and thus do not guarantee that participants will be paid minimum wage in accordance with federal and state standards;
- ❖ In positions involved in gaming and gambling that include direct participation in wagering and/or betting;

- ❖ Positions that require sustained physical contact with other people (e.g., body piercing, tattooing, massage, manicure);
- ❖ In positions in chemical pest control, warehousing, catalogue/online order distribution centers;
- ❖ In positions with travelling fairs or itinerant concessionaires;
- ❖ In positions for which there is another specific J category (e.g., camp counselor, intern, trainee);
- ❖ In positions in the North American Industry Classification System's (NAICS) Goods-Producing Industries;
- ❖ The following occupational sectors: Agriculture, Forestry, Fishing, Hunting, Mining, Quarrying and Oil and Gas Extraction; Construction and Manufacturing;
- ❖ In positions that are not seasonal or temporary;
- ❖ In positions that require licensing.

I-797 (SEVIS FEE RECEIPT):

All participants in the Work & Travel Program must pay the SEVIS fee in order to apply for a J-1 visa. The fee for J-1 Work & Travel participants is \$35 and must be paid prior to your visa appointment at the US Consulate. Once the SEVIS fee is paid, the official paper receipt, I-797, is generated. This document must be presented at the embassy with all the other necessary documents in order to get the J-1 visa and at immigration when entering the United States.

For more information regarding the SEVIS fee, please visit the following web site:

www.ice.gov/graphics/news/newsreleases/articles/sevisfactsheet.htm

PROGRAM ORIENTATION MEETING:

Attendance at the program orientation meeting is mandatory. The success of your USA Work & Travel Program depends on your full understanding of the parameters of the program. At the orientation, you will receive valuable information regarding employment, governmental paperwork, tax return, housing, transportation, travel resources, cultural issues, and much more. You will also be given information on how to apply for your Social Security card in the United States. Program orientation will take place in your home country, prior to your departure for the United States, unless otherwise indicated.



HOUSING AND TRAVEL INFORMATION

All participants in the Job-Assisted program will receive housing arrangement assistance from CHI and/or their employers.

Job-assisted participants can log into the CHI web-site at www.wt.chinet.org/studentlogin.htm and access the suggested housing information and travel instructions. Please pay attention to all details and requirements. Often housing costs must be shared between 3 or 4 participants, so plan on arriving and staying in a group.

Self-placed participants should look for and plan on housing arrangements before departure to the USA.

In your online profile, please provide your accurate flight information and all arrival details, so that CHI and your employer know when to expect you.

Students must report to CHI all changes in housing and employment information together with a copy of the new job offer within 10 DAYS of the change.

Changes in Housing: Please log into www.sevis.org, email to chiwt@chinet.org or call us at 1-800-432-4643 to report the changes.

Self-Placed Students – changes in employment: Please contact CHI WT department at chiwt@chinet.org or call 1-800-432-4643 in order to receive the required form which your new potential employer will need to complete; and both of you will need to sign and date. Please return this form to CHI WT department by email or fax.

You cannot start work with your new potential employer UNTIL you receive authorization from CHI.

HOW TO FIND HOUSING:

Finding housing can often be as challenging as finding a job. Perhaps your best source of information and possibly housing arrangements will be your employer.

You can also use the Internet to begin your search. Find out what some of the housing options will be in the area where you will be located.



Keep in mind that you will need to live within walking distance of your job or have reliable transportation to work.

Below are some links to websites that past participants have found helpful.

Sublet.com (www.sublet.com)

Hostels.com (www.hostels.com/us.html)

www.craigslist.org

THE BASICS TO A SUCCESSFUL WORK & TRAVEL PROGRAM

As you begin your Work & Travel program, Cultural Homestay International (CHI) is available to help you have a successful and enjoyable experience in the USA. Please be aware of the following guidelines:

PROGRAM BASICS:

- ❖ Your program must be a minimum of eight weeks duration and you are required to stay until the end date that you agreed to on your Job Offer.
- ❖ Your agency must provide an accurate Job Offer which explains all costs, conditions, and restrictions of the job.
- ❖ You must be provided with an orientation by either your home agency or CHI, who will provide you with information about the specifics of your job, including:
 1. Travel and entry into the United States
 2. Housing
 3. Fees, and costs, including living expenses, healthcare and insurance costs
 4. Life, customs and cultural activities in the United States
 5. Local resources
 6. Your employer's address, name and phone number
 7. Contact information for your U.S. sponsor, CHI
- ❖ You must answer the e-mailed monthly report from CHI every month.
- ❖ It is mandatory that you participate in Cultural Events and Activities.
- ❖ Keep in touch with CHI and fill out your monthly reports.

CHI SUPPORT:

Your safety and well-being during your Work & Travel program is of

the utmost importance to CHI, and we are available to give you support and guidance when needed. Although it is highly unlikely for any person to take advantage of you during your stay in the USA, should you have any of the issues listed below, please contact CHI for assistance:

- ❖ Are you getting paid? Anything taken out of your pay that is not described in your Job Offer?
- ❖ Can you leave your job if you want to?
- ❖ Can you come and go freely? Are you afraid to leave? Why?
- ❖ Have you or your family been threatened?
- ❖ Are your working and living conditions safe in terms of your well-being?
- ❖ Are you able to eat/sleep/go to the bathroom freely?
- ❖ Are you able to leave your housing freely?
- ❖ Has anyone asked to take possession of your passport or DS-2019?
- ❖ Are you in monthly contact with CHI (your U.S. Sponsor)?

WORK & TRAVEL PARTICIPANT RESPONSIBILITIES:

There are four very important responsibilities that you have as a CHI SWT participant:

1. Within three (3) days of your arrival in the U.S., you must inform CHI by validating your arrival by logging into www.sevis.org.
2. Should you change housing locations during your program, you are required to inform CHI within 10 days of moving to the new location.
3. Should you intend to change jobs or seek an additional job, you are to inform CHI immediately and not to start work at any job until CHI screens and approves the employer.
4. During your program, CHI will be emailing you each month to ask how you are doing. You are required to respond in a timely manner to CHI's monthly communication.

As required by the U.S. Department of State, CHI will terminate the program status for those SWT participants who do not abide by the four responsibilities outlined above. Program termination has a negative impact on any of your plans to enter the U.S. in the future if the terminated participant is required to leave the United States immediately.

Reasons for termination of program include:

1. Unsuitable behavior for an exchange visitor as defined by the U.S. Department of State
2. You were found guilty of a crime or plead guilty to any criminal charges
3. You did not follow the Department of State/CHI regulations:
 - Not staying in contact with CHI via the monthly questionnaires or not responding to our communication
 - Working for a non-vetted employer
 - Not validating your program within 3 days of arrival

CHI wants to ensure that you have a safe and positive experience during your SWT program. For program assistance, contact CHI Monday through Friday from 10 a.m. to 5 p.m. Pacific Time: 1 800 432 4643 extension: 2. Or email: chiwt@chinet.org. In case of an emergency after business hours, dial : 1 800 432 4643 and press 9.

Contact CHI Immediately
Toll-Free: 1-800-432-4643 x. 2
or Email: chiwt@chinet.org

PREPARATION FOR TRAVEL TO THE U.S.A.

Once you have secured a job offer and have been issued the J-1 visa, the excitement of preparing to work and travel in the U.S. begins. Before you put on sunscreen and sandals, or snow boots and jacket, one of the most important tasks you need to do is:

MAKE TWO COPIES OF YOUR PASSPORT, DS-2019 FORM, AND J-1 VISA. Leave one set of copies at home and pack the other set in your luggage, separate from the originals. **ALL ORIGINAL DOCUMENTS MUST BE IN YOUR POSSESSION AT ALL TIMES DURING YOUR FLIGHT TO THE U.S.!**

ESSENTIAL CARRY-ON ITEMS CHECKLIST:

- ☐ Passport with J-1 Visa and DS-2019 form
- ☐ Airline tickets and any other transportation tickets
- ☐ Insurance documents
- ☐ Change of clothing (highly recommended should your luggage be temporarily lost)
- ☐ Any personal valuables (glasses, electronics, medication, etc.)
- ☐ Minimum 2 photo identification (ID) cards
- ☐ Traveler's checks; U.S. currency in small change
- ☐ Credit card and/or ATM card (if applicable)
- ☐ USA Work & Travel Student Handbook
- ☐ Phone card (if applicable)
- ☐ International driver's license (if applicable)



GENERAL PACKING ADVICE:

As airlines have a limitation on checked luggage, and you will be carrying all your baggage while you travel in the U.S., it is wise to pack light and bring only essentials. Please remember that domestic flights charge per each checked bag. Check the airline web site for details. Bring clothing that is appropriate for the season (U.S. winter/summer) and for your specific job (ski area, office job, restaurants, etc...).

Be sure to pack any prescription medication in its original container along with a copy of the prescription. A battery-operated travel clock, an electric plug adapter and travel guides/maps are items that may make your stay in the U.S. more comfortable. Remember: if you forget to bring toothpaste or pack extra socks, there are a variety of stores and shops in the U.S. where necessities are readily available.

ARRIVAL

ENTERING THE U.S. IMPORTANT IMMIGRATION FACTS:

There are five important documents which you **MUST** have in your possession and present to the U.S. immigration officials upon arrival in the U.S.:

1. Valid passport
2. DS-2019 Form
3. I-797 SEVIS fee receipt
4. J-1 Visa



The immigration officer will review all documents, validate and place a stamp on your DS-2019 form and your passport. The officer will then return all validated documents to you, including the DS-2019 form. You should have no problem entering the U.S. as long as you have all the proper documentation **AND** cooperate and communicate respectfully with the U.S. immigration officers at the airport.

PAPER I-94 CARD-VS.-ELECTRONIC I-94:

The I-94 document is a record of your arrival and departure in and out of the U.S. and it indicates the last day you are authorized to stay in the U.S. legally on the J-1 visa.

Travelers will not be given a paper I-94 form and instead, their record of arrival and departure will be saved electronically in a government database.

You will receive a stamp on your passport indicating the last day you are authorized to stay in the U.S. on the J-1 visa. The letters “D/S” may be used on your passport instead of an actual date. This is an abbreviation for “Duration of Status” and is equivalent to the dates indicated on your DS-2019 form, plus an optional 30-day period after your work program, for travel purposes only. In either case, you must depart the U.S. as specified on your I-94 card and in time to resume your academic responsibilities. Otherwise, you will be out of status and subject to arrest and deportation.



U.S. Customs and Border Protection Securing America's Borders	
Get I-94 Number	I-94 FAQ
Admission (I-94) Number Retrieval	
Admission (I-94) Record Number: 6900888062	
Admit Until Date (MM/DD/YYYY): 10/10/2012	
Details provided on Admission(I-94) form:	
Family Name:	LI
First (Given) Name:	LYNA
Birth Date (MM/DD/YYYY):	01/01/1990
Passport Number:	P123123213
Passport Country of Issuance:	Mexico
Date of Entry (MM/DD/YYYY):	04/11/2012
Class of Admission:	B1
If an employer, local, state or federal agency requests admission information, present your admission record to the employer or agency.	

Please visit www.cbp.gov/I94 to obtain your electronic I-94 number and print out a copy of your I-94 card. Upon entering the U.S, you will receive a paper with instructions on how to access this website, contact CHI if you require assistance. The I-94 will be necessary for your SSN application.

EMPLOYMENT

YOU MUST GO TO YOUR PRE-ASSIGNED JOB:

Once you enter the U.S. you are required to go to your pre-assigned job. You **MUST** go to the job that you originally accepted and fulfill your work commitment for the entire length of your program.

Please respect the dates you are committing to and report to your employer on the specific date agreed on originally.

Do not plan to arrive during weekends and the following holidays unless prearranged directly with your employer:

- ❖ The last Monday in May (Memorial Day)
- ❖ July 4th (Independence Day)
- ❖ December 25th (Christmas Day)
- ❖ December 31st, January 1st (New Year's Eve and Day)



SEVIS

STUDENT & EXCHANGE VISITOR INFORMATION SYSTEM:

The Department of State has implemented a system called SEVIS, which keeps a record of international students participating in exchange programs. SEVIS enables sponsors to transmit participant information to the DHS (Department of Homeland Security) and DOS (Department of State). Only sponsor agencies are allowed to enter the SEVIS system and validate participants' visas.

The Department of State requires CHI to know where its students are in the United States at all times. For this reason, CHI developed its own web site at www.sevis.org to be able to monitor and report all its participants as required by the Department of State.

Every participant of the Work and Travel Program MUST validate his/her visa to be able to work legally in USA. The participant is responsible for validation of his/her visa upon arrival to the USA. **Each participant is required to report to the sponsoring agency (CHI) within 3 days of his/her arrival in the U.S.A. Failure to adhere to this policy will result in automatic cancellation of the participant's J-1 program.**

The cost to reinstate participant's J-1 program in good standing with the program is \$367, paid by the participant.

WWW.SEVIS.ORG - Your program sponsor, Cultural Homestay International, designed this web site for international students to provide the required information to CHI.

When to log in?

Within **3 DAYS OF ARRIVAL IN THE U.S.**, every participant must contact CHI to confirm that she/he began the W&T Program. Also within **10 DAYS OF CHANGING ANY US HOME ADDRESS** or primary employer, every participant must provide the new information and provide new Job Offer to CHI by logging on to this website. It is the participant's responsibility and failure to report will lead to program cancellation.

How to log in?

Every participant must use his/her last name and DS number to log into the website. As the user name, a student will enter his/her last name. To log into this website, every student will use his/her own DS number as password. This password must include the letter 'N' and a 10-digit number. (See sample Log In on next page).

Student Log In:

- ❖ User Name: your last name as spelled on the DS form
- ❖ Password: your DS number including N

What information should the participant provide?

Every participant has to provide his/her current primary employer information and US home address in order to validate his/her visa.

Step 1. Log in to www.sevis.org with your last name and DS form number.

Step 2. After log in, you will be able to see your record. If you would like to change information, you must press EDIT STUDENT INFORMATION.

Step 3. You need the following to validate your visa:

a) Student Address in the USA: Street address of housing (No P.O. Box), city, state, zip code, apartment number and phone number.

b) Employer Information: name of the business, address, city, state, zip code, phone number including area code, name of the supervisor / manager.

c) Student E-mail: the email address should be valid, because CHI must be able to contact you at any time.

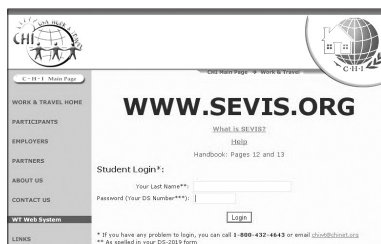
d) Make sure to answer the arrival evaluation questions on the validation page.

Step 4. After you enter all the required information you must SAVE this information and LOG OUT.

Step 5. Please go back to the www.sevis.org after 3 days to check if your visa has been successfully validated. If it is not, please contact the CHI main office at 1-800-432-4643.

UPDATING YOUR INFORMATION ONLINE:

- ❖ Please update your record with any information missing
- ❖ We expect all participants to update the flight section of the record
- ❖ Log in to “My Profile” as soon as you have a DS number



IF YOU DO NOT HAVE ACCESS TO THE INTERNET OR CAN NOT ACCESS WWW.SEVIS.ORG

You can always call us at 1-800-432-4643 or e-mail us at chiwt@chinet.org to provide all required information.

VALIDATION STATUS:

- ❖ WAITING FOR VALIDATION - while processing the validation.
- ❖ ACTIVE - participant has been successfully validated.
- ❖ NO SHOW or CANCELLED - participant did not validate his/her visa and his/her program might be at risk of termination.

Once the student has been properly validated in SEVIS, he/she should wait 10 days before applying for a Social Security number in the nearest Social Security office.

PAPER, PAPER AND MORE PAPER

You may be overwhelmed by the amount of paperwork you need to complete to work in the U.S. Be tolerant and as patient as possible; in fact, you can gain insight into the complexities of the way Americans handle government paperwork.

SOCIAL SECURITY:

**** VALIDATE IN SEVIS ****

**** WAIT 10 DAYS BEFORE APPLYING TO SOCIAL SECURITY ****

All USA Work and Travel participants **MUST** apply for the Social Security number 10 days after they have registered in the SEVIS system. Social Security offices are located all over the country. In order to find the closest one please go to www.socialsecurity.gov/locator/ type in the zip code and press Search or simply call the CHI toll free number located on the back of this book for further assistance.

In order to apply for a Social Security Number, the participant must show:

- ❖ Passport
- ❖ J-1 Visa
- ❖ DS 2019 Form
- ❖ I-94 card (print your I-94 at www.cbp.gov/I94)
- ❖ Sponsorship Letter from CHI (can be found at www.sevis.org under documents)
- ❖ Proof of employment (Job offer)



You must print out your I-94 before you apply for a Social Security Number at the nearest SSA Office. Visit www.cbp.gov/I94 to obtain your electronic I-94 number and print out a copy of your I-94 card. You will not be able to apply for SSN without this document! You will receive a paper with instructions on how to access this website.

It will take approximately 15 business days to receive a Social Security number and 40-60 days for the card. Some employers require one or both to work. This means that it is possible that you will not be working the first 2 weeks if the employer requires a Social Security number.

The new process to obtain a Social Security Number is supported by the SEVIS system. The Department of State is going to use SEVIS as an alternate means to conduct status inquiries on students who have applied for a Social Security number. Social Security offices will be using the validated registration in SEVIS. Status verifiers will be able to successfully search SEVIS and provide the necessary validation information to the Social Security officials. This should result in students receiving Social Security numbers in a more timely fashion. If you receive a letter informing you of a processing delay; check for a reference letter and contact CHI immediately, 1-800-432-4643 or chiwt@chinet.org.

SOCIAL SECURITY ADMINISTRATION
Application for a Social Security Card

Form Approved OMB No. 1545-0046

1 **NAME** (Last, first, middle initial)
First Middle Name Last

2 **MAILING ADDRESS** (Do Not Abbreviate)
City State Zip Code

3 **CITIZENSHIP** ☐ U.S. Citizen ☐ Legal Alien (Alien must be admitted to U.S. on permanent basis)
Other (Do Not Abbreviate) ☐ Legal Alien (Alien must be admitted to U.S. on permanent basis) ☐ Other (See Instructions on Page 1)

4 **SEX** ☐ Male ☐ Female

5 **RACE/ETHNIC DESCRIPTION** (Do Not Abbreviate)
Asian American or Pacific Islander ☐ Hispanic ☐ Black or African American ☐ White or Caucasian ☐ Other (Do Not Abbreviate)

6 **DATE OF BIRTH** (Month, Day, Year) 7 **PLACE OF BIRTH** (City, State or Foreign Country, FCI)
First Middle Name Last Name At Birth

8 **A. MOTHER'S MAIDEN NAME** (Do Not Abbreviate)
First Middle Name Last

9 **A. FATHER'S SOCIAL SECURITY NUMBER** (Do Not Abbreviate)
First Middle Name Last

10 **B. FATHER'S SOCIAL SECURITY NUMBER** (Do Not Abbreviate)
First Middle Name Last

11 **Has the applicant or anyone acting on his/her behalf ever filed for or received a Social Security number card before?** ☐ Yes (If "yes," answer questions 11-13.) ☐ No (If "no," go on to question 14.) ☐ Don't Know (If "Don't Know," go on to question 14.)

12 **Enter the Social Security number previously assigned to the person listed in item 1.** (Do Not Abbreviate)
First Middle Name Last

13 **Enter the Social Security number issued for the person listed in item 1.** (Do Not Abbreviate)
First Middle Name Last

14 **Enter any different date of birth if used on an earlier application for a card.** (Month, Day, Year)

15 **DAYTIME PHONE NUMBER** (Area Code) (Number)
Area Code Number

16 **YOUR SIGNATURE** (Do Not Abbreviate) 17 **YOUR RELATIONSHIP TO THE PERSON IN ITEM 1 IS:** (Do Not Abbreviate)
Signature Relationship

DO NOT WRITE BELOW THIS LINE (FOR SSA USE ONLY)
REC EXT EVA EVC FRA GAN DNR INV
EVIDENCE SUBMITTED SIGNATURE AND TITLE OF EMPLOYER REVIEWING EVIDENCE AND/OR CONDUCTING INTERVIEW
DATE

Process to obtain your Social Security number:

1. Student must validate his/her visa in SEVIS.
2. Participant needs to make sure his status is valid by checking with CHI 3 days after actual validation.
3. Student applies for the Social Security Number after 7-10 days.
4. Social Security Officials will verify the student's status.
5. If validated in SEVIS - Social Security number will be assigned. If not validated in SEVIS - Social Security application will be sent to the Department of Homeland Security to verify the status, which will slow down the process of obtaining the Social Security Number.

Department of Homeland Security
U.S. Citizenship and Immigration Services

(OMB No. 1547-0047) Expires 03/31/07

Employment Eligibility Verification

Please read instructions carefully before completing this form. The instructions must be available during completion of this form. **ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work eligible individuals. Employees cannot specify which documents they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.

Section 1: Employee Information and Verification. To be completed and signed by employee at the time employment begins.

First Name Last First Middle Initial Last Name
Address (Street Name and Number) Apt. # Date of Birth (month/day/year)
City State Zip Code Social Security #

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):
☐ A citizen or national of the United States
☐ A lawful Permanent Resident (Alien A) or
☐ An alien authorized to work only (Alien B or C)

Employee's Signature Date (month/day/year)

Preparer and/or Translator Certification. To be completed and signed if Section 1 is prepared by a person other than the employee. I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's Signature First Name Last Name
Address (Street Name and Number) City, State, Zip Code Date (month/day/year)

Section 2: Employer Review and Verification. To be completed and signed by employer. Examine one document from List A or one document from List B and one from List C, as listed on the reverse of this form, and record the title, number and expiration date, if any, of the document(s).

List A	OR	List B	AND	List C
Document title				
Issuing authority				
Document #				
Expiration Date (if any)				
Document #				

CERTIFICATION: I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above listed document(s) appear to be genuine and that the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)
Signature of Employer or Authorized Representative (Print Name) Date (month/day/year)

Section 3: Updating and Reverification. To be completed and signed by employer.

A. New Name of Employer: ☐ Yes ☐ No (If "Yes," complete items B and C.)
B. Date of review (month/day/year) (if applicable)
C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility.
Document title Document # Expiration Date (if any)

I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible to work in the United States, and if the employee presented document(s), the document(s) have examined appear to be genuine and are valid to the individual.
Signature of Employer or Authorized Representative Date (month/day/year)

NOTE: This is the 1001 edition of the Form I-9 that has been adopted with a revised printing plan to reflect the report transition from the REG to E-Verify and its components.

Form I-9 (Rev. 05/19/06) Page 1

6. Return to the Social Security office in approximately 10 working days to receive your number.
7. Your card will arrive in approximately 2 months.

Once you have been issued the number, immediately report your Social Security number to your employer. The Social Security phone number (toll free) is: 1-800-772-1213. If you don't get a Social Security Number 3 weeks after you applied, please contact CHI.

I-9 FORM:

You will be required by your employer to complete an I-9 Employment Eligibility Verification form to prove you can work legally. You should complete section 1 of the form and write in all the information requested. Check the box "An alien authorized to work until" and enter the expiration date of your program, which is indicated on your DS-2019 form. The "Admission Number" is printed on the upper left corner of your I-94 card. Sign and date the form. Your employer completes Section 2. Show your passport, visa documents, and I-94 card to you employer and he/she will complete this section in the following manner as shown in the sample above.

W-4FORM:

The IRS provides the following advice as of April 2005 (www.irs.gov/pub/irs-pdf/p15.pdf) for how to complete the form W-4 (please reference Annex B also):

When completing Form W-4, nonresident aliens are required to:

- ❖ Not claim exemption from tax income withholding.
- ❖ Request withholding as if they are single, regardless of their actual marital status (Line 3).

Form W-4		Employee's Withholding Allowance Certificate		OMB No. 1545-0045
<p>1. Print or print your full name and residence state</p> <p>2. Your Social Security number</p>		<p>3. <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but without a higher single rate. <i>Note: If you are married, it is your responsibility to ensure that your spouse is filing as "Single" on their return.</i></p> <p>4. If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a new card. <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>5. Total number of allowances you are claiming from line 4 above or from the applicable worksheet on page 2</p> <p>6. Additional amount, if any, you want withheld from each paycheck</p>		<p>7. I claim exemption from withholding for 2005, and I certify that I meet both of the following conditions for exemption:</p> <p>• Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and</p> <p>• This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.</p> <p>If you meet both conditions, write "Exempt" here. Exempt</p>		
<p>8. Signature of employee (print name)</p> <p>9. Signature of employer (print name)</p>		<p>10. Employer identification number (EIN)</p>		
<p>For Privacy Act and Paperwork Reduction Act Notice, see page 2.</p>		<p>Form W-4 (2005)</p>		

TAX INFORMATION

All the participants in the Work and Travel Program are required to pay taxes. Because you are an exchange visitor and holder of a J-1 visa, you do not need to pay all taxes.

There are two key words to understand as to what you are obligated to pay in taxes and what you do not have to pay. "Exempt" means that you do not have to pay out money for a certain type of tax. "Non-Exempt" means you are obligated to pay a certain amount of money for taxes.

You MUST pay U.S. income tax. Failure to pay any taxes you owe could compromise your ability to apply for a U.S. visa in the future. Please make sure that these taxes are being withheld from your paycheck.

NON-EXEMPT TAXES (YOU DO PAY):

- ❖ Federal Income Tax
- ❖ State Income Tax
- ❖ City Income Tax

Income taxes are imposed by the federal and some state and local governments. To help the Internal Revenue Service (IRS) – the U.S. government tax agency– to collect personal income taxes, your employer generally withholds income tax from your salary and pays it directly to the government. There is no way to avoid this tax; you must pay it. Otherwise, you may have problems applying for any visas to return to the U.S. in the future.

FEDERAL INCOME TAX

Approximately 10 to 15 percent of your salary will be withheld for federal income tax. You may claim back a portion of this tax by filing a U.S. tax return.

STATE AND CITY INCOME TAX

State and local/city tax withholding varies from state to state and from city to city. If state and local taxes are withheld, they will be deducted from your paycheck. You may be able to claim a refund for a portion of these taxes by filing a state tax return.

EXEMPT (YOU DO NOT PAY):

- ❖ Social Security and Medicare Tax (FICA)
- ❖ Federal Unemployment Tax (FUTA)

Your employer should not make this deduction from your paycheck. CHI's information to the Employer explains this exemption clearly. If these deductions are made in error, they will appear on your pay stub under the category of "Social Security" or "FICA/FUTA". If you notice such a deduction on your paycheck, you should notify your employer immediately.

THE W-2 FORM AND FILING TAX RETURNS:

The U.S. tax year begins on January 1 and ends on December 31. All USA Work & Travel participants are required to file U.S. tax returns by April 15th. At the end of the tax year, your employer will mail you the W-2 form. The W-2 details your total wages and the amount of each tax that was withheld.

BE SURE TO LEAVE A SELF-ADDRESSED STAMPED ENVELOPE FOR YOUR EMPLOYER(S) before departing the U.S. so they can mail you the W-2 form. Clearly write your address in your home country. If you do not receive your W-2 form by March 1, you should contact your employer directly and request replacements. To file a tax return, you must complete separate forms for federal taxes and state/local taxes. All forms are available from banks, libraries and post offices in the U.S. If you are in your home country, federal forms are available at U.S. Embassies. You may also download tax forms on the Internal Revenue Service (IRS) website: www.irs.ustreas.gov. Links to state tax forms are also available on the IRS website.

The federal tax form to be completed by USA Work & Travel participants is:

❖ FORM 1040NR-EZ U.S. TAX RETURN FOR NON-RESIDENT ALIENS.

Instructions on how to complete the form are available. If too little tax was withheld from your paychecks, you must pay the balance to the U.S. government. If too much was withheld, you qualify for a refund. Be sure to attach the appropriate copy of the W-2 form with your tax returns and make copies of your tax documents for your records before mailing them.

You may also contact "TAXBACK" who will file your taxes for you for a fee. Please contact Taxback International at www.taxback.com/chi for enrollment and further information.

Form 1040NR-EZ		U.S. Income Tax Return for Certain Nonresident Aliens With No Dependents		OMB No. 1545-1428
Department of the Treasury Internal Revenue Service				1099
Your first name and initial		Last name		Identifying number (see page 3)
Present home address (number, street, and apt. no., or rural route). If a P.O. box, see page 3.				
City, town or post office, state, and ZIP code. If a foreign address, see page 3.				
Country				
<input type="checkbox"/> Of what country were you a citizen or national during 1997? <input type="checkbox"/> Give address in the United States to which you want any refund check mailed. If same as above, write "Same." <input type="checkbox"/> Give address in the country where you are a permanent resident. If same as above, write "Same."				
Filing status (see page 3). Check only one box. <input type="checkbox"/> Single nonresident alien <input type="checkbox"/> Married nonresident alien				
1 Wages, salaries, tips, etc. Attach Form(s) W-2 (see page 3) 3 2 Taxable refunds, credits, or offsets of state and local income taxes (see page 4) 4 3 Scholarship and fellowship grants. Attach explanation (see page 4) 5 4 Total wages and scholarship exempt by a treaty from page 2, line 1 6 5 Add lines 3, 4, and 5 7 6 Student loan interest deduction (see page 4) 8 7 Scholarship and fellowship grants excluded (see page 3) 9 8 Adjusted gross income. Subtract the sum of line 6 and line 9 from line 7 10 9 Itemized deductions. Enter state and local income taxes paid. Residents of India, see page 6 11 10 Subtract line 11 from line 10 12 11 Exemption deduction (see page 5) 13 12 Taxable income. Subtract line 13 from line 12 14 13 Tax. Find your tax in the Tax Table on pages 12-17 15 14 Social security and Medicare tax on tip income not reported to employer. Attach Form 4137 16 15 Household employment taxes. Attach Schedule H (Form 1040) 17 16 Add lines 15 through 17. This is your total tax 18 17 Federal income tax withheld (from Form W-2 and/or Form 1042-S) 19 18 1998 estimated tax payments and amount applied from 1998 return 20 19 Credit for amount paid with Form 1040-C 21 20 Add lines 19 through 21. These are your total payments 22 21 If line 22 is more than line 18, subtract line 18 from line 22. This is the amount you OVERPAID 23 22 Amount of line 23 you want REFUNDED TO YOU. If you want it directly deposited, see pages 5 and 6 and fill in 24b, c, and d. 24a 23 b Routing number 24b 24 c Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings 25 d Account number 25 26 Amount of line 23 you want APPLIED TO YOUR 2000 ESTIMATED TAX 26 27 If line 18 is more than line 22, subtract line 22 from line 18. This is the AMOUNT YOU OWE. For details on how to pay, including what to write on your payment, see page 6 27 28 Estimated tax penalty (see page 6). Also include on line 26 28				
Sign Here Under penalties of perjury, I declare that I prepared this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and accurate for all persons and sources of U.S. source income I received during the tax year. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.				
Your signature _____ Date _____ Your occupation in the United States _____ Preparer's signature _____ Date _____ Check if self-employed <input type="checkbox"/> Preparer's SSN or PTIN _____ Firm's name (or part if self-employed) and address _____ EIN _____ ZIP code _____				
For Disclosure and Paperwork Reduction Act Notices, see page 12 of instructions. Cat. No. 21514N Form 1040NR-EZ (1999)				

WORKING IN THE U.S.A.

The USA Work & Travel Program allows you to discover the culture of the U.S. in a unique and challenging way – by temporarily living and working among Americans on a daily basis. It is important that your expectations are realistic and practical. A sense of adventure should be mixed in with a sense of responsibility and respect. Remember: learning about another culture and meeting new people can be just as rewarding as earning a wage.

EXPECTATIONS:

1. You will be earning a modest wage. Your earnings in the U.S. will probably cover most basic living expenses. It is important to budget your money. Always have money set aside to pay for housing, meals, and other living expenses. If you want to save money for traveling or to take money home with you, be prepared to adjust your lifestyle accordingly.
2. USA Work & Travel participants work in entry level jobs – meaning the tasks are limited to a specific function and are not necessarily highly technical. Entry level workers receive a federally mandated minimum wage; sometimes the wage may be a little more. These positions may not necessarily be exciting all the time, but you will be serving an important function and role for your U.S. employer. Keep a positive attitude!
3. No job, or hours at a job, can be 100% guaranteed. Your job, whether on CHI's Job Assistance program or self-placed, may be changed or cancelled prior to or after your arrival. You have to call CHI immediately for guidance and assistance. Regardless of what your work contract states, there is always a possibility that you will work more or less hours. If you work less than 30 hours 2 weeks in a row, please contact CHI for assistance.
4. Some jobs will not start for the first two weeks. This time is for training, paperwork and scheduling your new shifts. Please be patient and flexible during this time frame with a new employer.
5. Coping with "Culture Shock". During your stay, living and working in a foreign culture can be difficult and frustrating. You will usually go through stages in adjusting to a new culture. This is absolutely normal. It is important for you to be as flexible, open-minded and positive as possible during your stay in the U.S.

6. You may be living in a rural environment. Many jobs for W&T participants are located in small towns with limited access to shopping centers, grocery stores and other commercial facilities. Do some online research prior to arrival to make sure you like your job location.
7. Build a support network of friends from your own culture. They will surely understand your frustrations and feelings during your adjustment in the U.S.
8. Balance your friendships by making an effort to develop relationships with Americans.
9. Keep in mind that things will be done differently here than in your home country. Tolerance and acceptance are important characteristics to remember.
10. Keep a journal to document your experience. Smile and have a sense of humor.



RESPONSIBILITIES AS AN EMPLOYEE:

Accepting a job means you are taking on a certain amount of responsibility, as well as making a commitment. Some general advice to remember:

1. Follow through with your work commitment. Employers rely on their staff to work up until the date that was agreed upon when hired.
2. Have realistic expectations and a positive attitude. It is very important that you clearly understand what your job duties are before you start working. Don't try to create the "ideal" job in your mind; you'll only be setting yourself up for

disappointment. U.S. employers are seeking flexible, motivated, and enthusiastic workers. A positive attitude goes a long way making your program a success. Remember that these are entry level, seasonal jobs and subject to change!

3. Be punctual. It is imperative that you get to your job on time. Otherwise, your employer will think that you are not taking the job seriously or that you are not responsible.
4. Dress appropriately. Whether you are assigned a company uniform or bring your own clothes, it is important that you have a clean and neat appearance. Some businesses have a dress code, and you should inquire about any dress code when you are hired for a job.
5. Many U.S. employers require their workers to undergo testing for the use of drugs. This is completely legal and within the company's rights. If you want to work for an employer who requires such testing, you must comply; otherwise, they will not hire you. If you test positive for drug use, the company may disqualify you and not hire you, and it may result in program cancellation or deportation.
6. Show confidence, not arrogance. A "can do" attitude demonstrates your willingness to do your best at the job. In business situations, a firm hand shake is a professional greeting. Try to interact and communicate as much as possible with your co-workers and supervisor. A reserved or withdrawn attitude may suggest that you are unfriendly. Be tactful and respectful if you wish to express dissatisfaction or wish to suggest improvement with the job.
7. Be a "team-player". U.S. employers like workers who help other employees or go the "extra mile (kilometer)" to get the job done. This spirit of teamwork is an effort to create an atmosphere of sharing a goal and completing the job together.

Contact CHI 1-800-432-4643 x. 2

MONEY MATTERS

While on CHI's USA Work & Travel Program, it is important that you budget your money wisely. Always make sure you put money aside for essentials such as housing, meals and transportation. CHI is unable to provide you with financial support should you run out of money. However, CHI will do its best to assist you in accessing emergency funds from your home country.

BANKS

Opening a bank account is one way to ensure your money will be in a safe place. Since services and fees vary from bank to bank, you may need to check several institutions in order to find the one that suits your needs. You will need to bring several forms of identification such as your passport and Social Security card. Banks offer different types of accounts. Ask about your options. You should be aware that:



1. Some banks may require a minimum balance in your account at all times or you will be assessed a fee.
2. A monthly service fee to maintain your account may be charged by the bank.
3. Once you open a bank account there may be a waiting period before you can access your money.
4. Banks usually offer an Automatic Teller Machine (ATM) card when you open an account. This card is also known as a "debit card", meaning that any time you use the card for withdrawing cash or making purchases, the amount is deducted from your account. It is wise to keep all receipts of your cash withdrawals and purchases for your records. Banks may also charge a user fee (up to \$5.00 per transaction) each time you withdraw money or make purchases with your ATM/debit card. If you have an ATM card from your home country, check with your home bank to make sure you can use the card in the U.S. or if you need a special access code.

CREDIT CARDS AND TRAVELER'S CHECKS:

Credit cards and traveler's checks are widely accepted in most businesses in the U.S., such as restaurants and retail stores. Be careful with your credit card use and be sure to record the check number sequence on your traveler's checks in case they are lost or stolen so that you can get a refund.

SALES TAX:

Sales tax varies from city to city and state to state. In some regions, there is no sales tax added to purchases on merchandise or a restaurant bill. However, in communities where sales tax is assessed, be prepared to pay an additional 3 to 10 percent of the total bill.

TIPPING:

In the U.S., it is customary to tip service-oriented workers such as waiters/waitresses, taxi drivers, hair stylists 15 to 20 percent of the amount owed for the services rendered.

ACCESSING MONEY FROM HOME:

There are a couple of ways to access money from your home country.

1. Wire Transfer: This transaction allows you to transfer money from a bank in your home country to a bank in the U.S. There is a service charge and the process may take a week or longer. Since not all banks offer this service, check in advance.
2. Western Union: A friend, relative or parent can transfer money from your home country to a Western Union facility in the U.S. The process usually takes 15-30 minutes. There is a handling charge based on the total amount of money sent.

PLAYING IT SAFE

Traveling around the U.S. will bring out the spirit of adventure in you. While the majority of Americans are friendly, open-minded and willing to help, there are always people who will try to take advantage of others, especially visitors. As long as you use common sense and take precautions, you can feel confident in exploring freely.

A few safety tips:

1. In crowded areas such as airports, train stations or bus terminals, always keep your belongings close to you or in a concealed place.
2. Do not expose large sums of cash in crowded places.
3. Stay alert to your surroundings. Thieves and pickpockets target people who seem lost and distracted – waiting in a movie line, check-out counter at the grocery store, window shopping.
4. Try to travel with a friend as much as possible.
5. Avoid carrying around large amounts of cash and/or important documents. Make copies of the documents to keep with you and put the originals in a safe place.
6. Avoid using ATM machines at night, particularly if you are alone.
7. Keep in mind that hitchhiking is dangerous and sometimes illegal.

BE CAUTIOUS OF SCAMS :

CHI wants you to be cautiously aware that there are thieves who are targeting international students through a phone scam. The caller will claim to be from the Department of State, Customs and Border Protection, or the Internal Revenue Service (IRS), and will instruct you to pay them money due to missing visa forms, improper tax filings, etc.



Also, they may provide a badge number trying to make the call seem legitimate, and may even threaten that if you hang up, turn off your phone or even leave your house without depositing money into their accounts, you could be arrested.

Please trust that this is a scam. Do not send them money. Hang up the phone immediately, and contact CHI right away at : 1-800-432-4643.

SAFETY TIPS:

Swimming

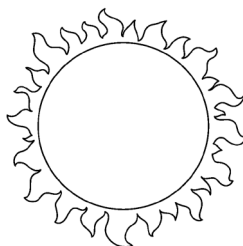
- ❖ Use the buddy system and swim with a friend.
- ❖ Only swim in places where lifeguards are on duty.
- ❖ Check the warnings and weather conditions before swimming.

Bike Safety

- ❖ Always wear a helmet. There are a lot of cars on the road. A helmet may save your life!
- ❖ Riding at night? Make sure you have reflective clothing, such as a light on your bike and a rear reflector so cars can see you on the road.
- ❖ Ride with the flow of traffic. Use hand signals and obey all traffic signs and signals.
- ❖ Follow the rules of the road. The rules that apply to cars apply to bikes.

Hot Days

- ❖ Drink plenty of water and stay hydrated.
- ❖ Wear sunscreen with a minimum of 15 SPF.
- ❖ Protect your head and eyes; buy a hat and sunglasses to minimize your exposure to the sun.



Crowds

- ❖ Keep your belongings close to you in crowded areas.
- ❖ Do not expose large sums of cash in public.
- ❖ Stay alert to your surroundings - thieves and pickpockets target people who seem lost or distracted.
- ❖ Travel with a friend as much as possible.
- ❖ Avoid using ATMs at night, particularly if you are alone.
- ❖ Keep in mind, hitchhiking is dangerous and illegal.

CULTURAL EXCHANGE

The Work and Travel Exchange Program was designed to offer international students an opportunity to explore US culture while gaining valuable work experience. Cultural enrichment for each participant is a mandatory part of the program and one that CHI takes seriously. By the end of this short program participants will not only have work experience but they will have had a chance to truly experience all that the US has to offer.

WHAT IS A CULTURAL ACTIVITY?:

Cultural events can be:

- ❖ A day trip to a nearby big city
- ❖ Going to a local sporting event
- ❖ Visiting a museum
- ❖ A barbecue with friends
- ❖ Win badges by telling CHI about the cultural events you attend

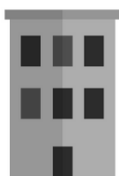


FINDING CULTURAL EVENTS AND ACTIVITIES:

FINDING CULTURAL EVENTS & ACTIVITIES



Cultural enrichment is an important part of your program. Participants will not only have work experience but will have a chance to truly experience all that the US has to offer.



VISIT YOUR LOCAL CHAMBER OF COMMERCE

Visiting your local Chamber of Commerce or Town Hall is a great way to learn more about what's happening in your community. These offices are great resources of local information, and are in most towns across the United States.



TALK TO YOUR EMPLOYER OR FRIENDS

Ask the people you work with or your American friends if they know of something going on in the area. You can also invite them to join you for a day-off activity.



USE THE WEB

There's a lot out there! Here are a couple of our favorite websites to help get you started:

www.meetup.com

www.eventbrite.com

Both sites are group based websites with events and activities throughout the United States. Both are free to sign up (there may be a fee for certain events), mobile friendly and very easy to use.

VISIT A LOCAL MUSEUM:

Museums are a great place to learn about American culture. They are often affordable and you can spend an entire day exploring all they have to offer. From art or photography to museums of natural history, the possibilities are endless.

We encourage you to gather a few friends and visit a museum this week. Tell us what you thought of it and what you learned while you were there.

Here are some of the best museums in the country:

- ❖ There are over a dozen free museums in Houston, TX
- ❖ Art Institute of Chicago, Chicago, IL
- ❖ Arizona-Sonora Desert Museum, Tucson, AZ
- ❖ Smithsonian American Art Museum, Washington, D.C.
- ❖ J. Paul Getty Museum, Los Angeles, CA
- ❖ Museum of Fine Arts, Boston, MA
- ❖ de Young Museum, San Francisco, CA
- ❖ San Diego Air & Space Museum, San Diego, CA
- ❖ Abraham Lincoln Presidential Library and Museum, Springfield, IL

MAKE NEW FRIENDS:

Here are a few ways to help you Get Out There and meet new people in your area.

Tips for Making New Friends

1. Try going to different events, you might make a new friend or just have a great time.
2. Join an organization or club. There's a lot going on throughout the summer, check with your local chamber of commerce for events in your area or try joining an online group like www.meetup.com. They have events in your community every week.
3. Do you play a sport? Or would you like to learn to play? If so, join a local team. This is a great place to make friends. Often after a game or practice, teammates will go out for pizza or go get ice cream. This is a great way to spend more time with Americans.
4. Realize that we're all different. Demanding that others share your beliefs and behaviors could limit the variety of friendships you make.
5. Show that you are a trustworthy and positive friend. Use optimistic and encouraging conversation and don't gossip about others.

6. Volunteering is great way to meet people while doing some good in your community.
7. Don't wait to be invited to something, organize an activity and invite people to join you. Maybe a day at the beach or a local park. Even if a few people show up, you will get to know those people well.
8. Show you're interested in others. Ask questions about their life and interests. It will keep the conversation flowing.

Another great way to meet people and practice your English is Toastmasters. With groups throughout the world Toastmasters have weekly meetings to help you improve your public speaking and leadership skills. Find a local club near you: www.toastmasters.org.

OUTDOOR ACTIVITIES:

Movies: There are many cities throughout the U.S. that show movies in the park during the summer. This is a perfect time to pack a picnic and enjoy the warm summer air as you watch a movie outdoors.

Concerts: Concerts are always a lot of fun, especially when they are outside. Bring a lawn chair or a blanket and enjoy some live music with friends. These concerts in the park are often referred to as a "Summer Music Series". You can hear all kinds of music and often the concerts are free.

Plays: Did you know that each summer New York City stages performances of Shakespeare in the Park in Central Park and it is absolutely free? There are many other cities that follow suit and perform plays or musicals outside for all to enjoy during the summer months.

Take a Walking Tour of Your City: Get to know your beautiful host city! A walking tour is the perfect way to see the ins-and-outs of the city where you live. You can find many walking tours that are free to the public. During a walking tour you can visit new neighborhoods, uncover hidden stories and taste amazing local cuisine.

VOLUNTEER:

The best way to learn about a new city is to get out there and volunteer in the community.

Volunteering is about taking action and helping out. We encouraged you to seek out ways to engage in the community. If we work together we can make a difference.

It is easy to find a volunteer activity near you. Visit www.volunteermatch.org to find a variety



TELEPHONES AND INTERNET

With the rapid development and use of telecommunications equipment in the U.S., dialing a phone number has become a tedious and sometimes confusing task. Pay phones differ across regions of the U.S. and dialing procedures depend on the local telephone company. In general, a telephone number in the U.S. looks like this: (415)-459-5397. The first three numbers are the area code. To make a long distance phone call, outside of your area code dial "1", the area code and then the number.



To make a local call, dial the last 7 digits. However, recently some communities require you to dial the 10 digit phone number to make a local call. For example: 1-707-555-5555. Also, there may be more than one area code used within a metropolitan area. The information section in front of the local phonebook/directory in your placement community will give you a listing of area codes used within your community as well as specific instructions on how to dial international numbers and local and long distance numbers.

If you have serious problems dialing a phone number, dial "0" and talk to an operator for assistance. Also, any phone numbers starting with 1-800, 1-866, or 1-877 (like the CHI number) are free of charge.

THE INTERNET AND EMAIL:

You are encouraged to seek out places that offer computer rental stations to access the Internet and/or send communication via email. You can find WiFi hot spots in many establishments and computer use at libraries as well as internet cafes. The Internet has become an invaluable tool to research information such as housing or local entertainment activities. CHI has a USA Work & Travel web page that can be accessed by logging onto CHI's general website: www.chinet.org.

To contact CHI via email, our address is: chiwt@chinnet.org.

YOU AND THE LAW

Although you are a visitor, U.S. laws DO apply to you. You are expected to obey and respect all U.S. federal, state, and local laws, just as you would do in your home country. It is wise to stay away from trouble during your stay in the U.S. Illegal behavior will compromise your ability to remain in the U.S. Be aware that laws can change from state to state so something that is legal in one state might be against the law in another.

Should you get in trouble with the law, you can call CHI for limited assistance. Please keep in mind that CHI cannot be held accountable for your actions if you break the law. You are ultimately responsible for any crimes or violations you commit. You are also responsible for any and all expenses involved with your illegal behavior. CHI can give you references for legal help, such as attorneys or receiving help through your home country's Embassy here in the U.S.

Be aware that the following are all illegal:

- ❖ Drug possession.
- ❖ Underage drinking of alcohol. (legal drinking age in the U.S. is 21)
- ❖ Drinking in public.
- ❖ Having an open alcohol container in a car or in public.
- ❖ Disturbing the peace.
- ❖ Disorderly conduct.
- ❖ Destruction of property.
- ❖ Shoplifting.



Please remember that stealing includes taking food or products from your employer you did not pay for, or working more hours than your manager allowed.

Keep in mind, smoking is prohibited in public places.

If you are found guilty of the charges filed against you, the possible consequences are:

- ❖ Monetary fine – depending on the type of crime or violation.
- ❖ Jail time.
- ❖ Deportation – your program will be cancelled and you will have to leave the country immediately.

DRUGS:

It is illegal to possess controlled substances (drugs) in the U.S.. Although penalties vary from state to state, you are subject to fines and possible time in jail for any possession of drugs or association with people who are dealing/selling drugs.

SEX:

While it is your personal business and choice to be sexually active, you should be aware of some legal boundaries regarding sexual conduct:

1. Mutual consent. Both parties must agree to have sex together. Aggressively forcing the other person to have sex or forcefully demanding sex from an unwilling person is considered rape. You may also hear the term “date rape.” This refers to a couple going on a date, and one of them forces the other to have sex.
2. Sex with minors. Minors are young people under the age of 18. An adult is any person 18 years old and over. It is illegal for an adult to have sex with a minor. The laws regarding the definition of a minor and the severity of the legal consequences vary from state to state.

Should you choose to be sexually active, please act responsibly, sensibly, and above all, safely.

ALCOHOL:

The legal drinking age in the U.S. is 21 years. In many cases, you will be asked to show proof of your age if you want to purchase or order alcoholic beverages. Identification with a photo will be required. Be aware that if you live and work in a resort area, there may be strict laws pertaining to alcohol consumption.



In the U.S., there is intense concern regarding drinking alcoholic beverages and then driving a vehicle. There have been many alcohol-related traffic accidents and deaths, and therefore, state and local police strictly enforce “Driving While Intoxicated” (DWI) or “Driving Under the Influence” (DUI) laws. To keep yourself and others safe, do not drink and drive. Americans generally appoint a “designated driver” when going out with a group of friends. This person agrees not to drink alcoholic beverages and will drive the group safely to their destination. The best option when going out is calling a cab, Uber or using public transportation.

PLANES, TRAINS, BUSES, AUTOMOBILES AND BIKES

Whether you need to travel from the U.S. gate-way city to your employment community or want to take a quick weekend trip outside your employment community, there are various options open to you.

AIRPLANE:

Perhaps the most time efficient way to travel around the U.S., especially long distances, is by air. Of course, depending how valuable your time is, there is a cost. Obtaining the best fare is not always easy. Some resources for searching airfare deals include: www.travelocity.com, www.priceline.com, www.kayak.com, and www.studentuniverse.com popular online travel information and airfare sites. Also, all major airlines have websites that offer special Internet airfares.

TRAIN:

Amtrak is the national railway system in the U.S. It offers a “USA Rail Pass” valid for either 15 or 30 days. Fares vary from peak and off-season as well as from destination region. This pass is only available to foreign visitors to the U.S., and the pass can be purchased in any major U.S. city. Amtrak’s toll free phone number is: 1-800-872-7245 or www.amtrak.com.

BUS:

Bus travel is an inexpensive way to travel around the U.S. The major bus companies can help you connect to local bus transportation to reach remote towns, if necessary. The Greyhound Bus Company is the major bus carrier in the U.S. Greyhound offers special discounts and deals, which are valid for travel anywhere in the U.S. for specific periods of time. There are some restrictions, so contact Greyhound directly, toll free, at 1-800-231-2222 or at www.greyhound.com.

CAR RENTAL:

U.S. car rental agencies have a minimum age requirement for renting cars. Most agencies’ minimum requirement is 25 years of age. Other requirements include a valid International Driver’s License and at least one major credit card. If you are eligible and desire to rent a car, you do so at your own expense and risk. Also, remember that car insurance is required and is in addition to the car rental fee. If you are with a group of Work & Travel participants, you may want to consider sharing the expense of a car rental.



RIDING A BIKE:

BASIC SAFETY TIPS

Every year in the U.S. hundreds of people are killed and thousands more are injured in bicycle collisions. Follow these safety tips to help ensure that you're not one of the statistics.

- ❖ Always wear a helmet
- ❖ Obey all traffic controls
- ❖ Ride your bicycle near the right-hand edge of the road
- ❖ Never carry another person on your bicycle
- ❖ Always use hand signals when turning or stopping
- ❖ Look out for cars at cross streets, driveways and parking places
- ❖ Be careful when checking traffic and don't swerve when looking over your shoulder
- ❖ Give pedestrians the right of way
- ❖ Always ride carefully.
- ❖ Don't use your phone while riding a bike
- ❖ Do not drink and ride. You can get arrested for drinking under the influence (DUI)



TURNING

Cyclists make left and right turns in the same way that drivers do, using the same turn lanes. A cyclist turning left should use a left-turn lane. A cyclist traveling straight ahead should use a through traffic lane rather than ride next to the curb and block traffic making right turns.

NIGHT RIDING

Bicycles operated on highways during darkness are required to be equipped with the following:

1. a white light that illuminates the highway and is visible from a distance of 300 feet to the front and sides of the bicycle. (A white light attached to the bicyclist that is visible from 300 feet to the front and sides of the bicycle may be used in place of a light attached to the bicycle.)
2. a red reflector mounted on the rear of the bicycle and visible from 500 feet to the rear of the bicycle

3. a white or yellow reflector mounted on each pedal visible 200 feet to the front and rear of the bicycle, a white or yellow reflector on each side forward of the center of the bicycle and a white or red reflector on each side to the rear of the center of the bicycle. Bicycles equipped with reflectorized tires on the front and rear need not be equipped with side reflectors. All reflectors and reflectorized tires must meet DMV requirements.

PASSENGERS & PACKAGES

A passenger is allowed on a bicycle only on a separate attached seat. If the passenger is 4 years old or younger or weighs 40 pounds or less, the seat must adequately retain the passenger in place and protect him/her from the bicycle's moving parts.

A bicyclist carrying a package or bundle must keep at least one hand on the handlebars.

HELMETS

Bicyclists and bicycle passengers under 18 years old are required to wear helmets meeting specified standards (ANSI Z 90.4 Bicycle Helmet Standard, SNELL or The American Society for Testing Materials ASTM F-1447 Standard) that are conspicuously labeled with those standards. This also applies to a passenger in a restraining seat attached to the bicycle or in a trailer towed by the bicycle. Violations are punishable by a fine of up to \$25.00.

HAND SIGNALS

All required signals are given as follows:

- a) Left turn: left hand and arm extended horizontally beyond the side of the bicycle;
- b) Right turn: left hand and arm extended upward beyond the side of the bicycle, or right hand and arm extended horizontally.;
- c) Stop or sudden decrease of speed: left hand and arm extended downward beyond the side of the bicycle.

HEADSETS AND EARPLUGS

Bicyclists are not allowed to wear a headset covering, or earplugs in both ears.

For more information on Bicycle Safety, please visit
<http://bicycling.511.org/rules.htm>

EXITS AND RETURNS TO THE U.S.

In order to remain in “good standing” on your USA Work & Travel Program, you are only allowed to enter another country before the expiration date indicated on your J-1 visa or the departure date (“D/S” duration status) indicated on your I-94 card, whichever date is posted earlier. Should you need to re-enter the U.S. you will only be allowed to do so before the expiration date listed on your J-1 visa or the departure date indicated on your I-94 card, whichever date is posted earlier. Also, your J-1 visa must indicate that you can make multiple entries or the letter “M” stamped in your J-1 visa. If you do not have this stamped on your visa, you may not re-enter the U.S. on J-1 status.

If you intend to visit a country outside the U.S., you must mail your DS-2019 form to CHI for our signature. A CHI Responsible Officer must sign the original of the DS-2019 form which states that you are in “good standing” in the program. If you don’t, you may encounter problems when you attempt to re-enter the U.S. on your J-1 visa. Please mail your DS-2019 form a minimum of 3 weeks prior to leaving for your trip. Upon your return to the U.S., you present your passport with your valid J-1 visa and your signed DS-2019 form to the U.S. Immigration Officer. The officer will examine your DS-2019 and return it to you, then issue a new I-94 form indicating your J-1 visa status.

Should your travels take you to either Canada or Mexico, keep in mind that not only does the information above apply, but you may also need to apply for a tourist visa to enter either of these countries. Please contact the Canadian or Mexican Embassy/Consulate directly regarding tourist visa requirements.



CAN I EXTEND MY STAY ?

While you may wish the excitement and pleasure of living and working in the U.S. to go on forever, extending your stay beyond the designated program dates on your DS-2019 form is not possible. CHI is only authorized to sponsor you during the specified program period indicated on your DS-2019 form. You were accepted into the program and granted the J-1 visa on the condition that you would depart the U.S. upon the termination of your program. CHI has no authority to issue DS-2019 forms for student sponsorship outside the set program dates.

QUICK REFERENCE

POSTAGE:

U.S. domestic mail weighing less than 1 oz. requires a 49 cent stamp. International mail weighing less than .5 oz. requires a \$1.10 cent stamp. For general questions regarding postal service in the U.S. (express mail, zip codes), call 1-800-ASK USPS (1-800-275-8777) for recorded information.

METRIC EQUIVALENTS:

1 mile = 1.6 kilometers, 1 pound = 0.45 kilograms, 1 yard (3 feet) = 91.4 centimeters, 1 ounce = 28.35 grams, 1 foot (12 inches) = 30.48 centimeters, 1 gallon = 3.79 liters, 1 inch = 2.54 centimeters, 1 quart = 0.95 liters

TEMPERATURE:

32 degrees Fahrenheit = 0 degrees Celsius, 68 degrees Fahrenheit = 20 degrees Celsius, 95 degrees Fahrenheit = 35 degrees Celsius

ELECTRICITY:

Don't forget to bring an adapter or converter to use any electrical appliances. U.S. electrical appliances run on 110 volts.

TIME ZONES:

The U. S. is divided into four time zones: Eastern, Central, Mountain, and Pacific. For example:

1. Eastern: 12 noon.
2. Central: 11 a.m.
3. Mountain: 10 a.m.
4. Pacific: 9 a.m.

HEALTH INSURANCE

UNITEDHEALTHCARE STUDENT RESOURCES

Insurance Guide

If you need to see a doctor, **please always call the toll-free 24/7 Customer Service Hotline before proceeding with any treatment:**

1 800 314 3938 (inside USA)

+1 818 735 3560 (outside USA)

Select the telephone prompts available for after-hours emergency assistance.



Carry your insurance ID card with you at all times.

When you go to a Doctor's office or to the Hospital, be sure to bring your insurance identification card. If the Doctor or Hospital needs to verify your coverage, they may call the Customer Service Hotline at **1 800 314 3938** in the USA or **+1 818 735 3560** outside the USA.

Don't use an Emergency Room in the USA unless your illness or injury is serious or life threatening, for example:
Head injuries, Chest pain, Loss of consciousness, Life-threatening situations, Difficulty breathing, Seizures.

You will be charged up to \$350 (in addition to any other co-payments or deductibles required by your plan) if you use an Emergency Room (ER) for a condition that is not considered serious or life threatening.

Please read your Insurance Policy before starting your travel to review your Emergency Room (ER) co-payment.



Use an Urgent Care or Walk-In Clinic in the USA for Sports injuries, Sore throats, Minor cuts, Cold/flu, Sprains and strains, Urinary tract infections, Earaches, Simple fractures or Minor burns.

Search for an Urgent Care or Walk-In Clinic at:
www.firstthealthilip.com
(Click on the 'Urgent Care Centers' link under the 'Providers' section)

or call Customer Service at: **1 800 314 3938**



In the event of hospitalization please call the 24/7 Emergency Service within 24 hours:

1 800 314 3938 (inside USA)
+1 818 735 3560 (outside USA)

Select the telephone prompts available for after-hours emergency assistance.

All pre-existing medical conditions are excluded from cover under this policy.

Pre-Existing condition means an injury, sickness, disease, or other condition that you had symptoms of or were diagnosed with during the 6 month period before your travel start date. Your condition may also be considered pre-existing if you take medication for the condition during the 6 month period before your travel start date, other than conditions that are stable and controlled entirely by medication. Please read the policy conditions document for more details on pre-existing conditions.



To access your complete Insurance Information please login to your personal MyInsurance area at: www.ssecutive.com/MyInsurance.

To create your account, you will need:

- Your Last Name
- Your First Name
- Certificate / Policy Number
- Your Date of Birth

 Sign in with Facebook

You can also use Facebook connect and log-in to MyInsurance with your Facebook account

EMERGENCIES

As your Exchange Visitor Program sponsor, we are responsible for your well-being while you are in the U.S. We are here to assist you should you have a sudden emergency, such as serious illness. At the same time, you are also welcome to contact us regarding non-emergency issues.

AN EMERGENCY IS:

- ❖ A life or death crisis such as critical injury or illness requiring hospitalization.
- ❖ If you are a victim of a violent crime.
- ❖ If you have been arrested.
- ❖ Please contact CHI at the 24-hour toll-free emergency phone number: 1-800-432-4643



The staff member on emergency phone duty may be limited to what type of emergency service can be provided, as many types of legal and financial services are closed.

NON-EMERGENCY:

During regular business hours, please contact CHI regarding non-emergency issues such as:

- ❖ Loss of DS-2019 form and / or I-94 card
- ❖ Loss of passport
- ❖ Theft or a non-violent crime (lost valuables, luggage)
- ❖ Employee / employer concerns
- ❖ General social security and tax resource information
- ❖ The CHI Main Office is open Monday through Friday from 9 a.m. to 5:30 p.m. Pacific Standard Time

Toll Free number:
1-800-432-4643 ext.: 2

NOTES
